

Bimonthly Agency Readiness Status Report

This report is a collection of Bimonthly Agency Readiness Status Reports as provided by agencies on a bimonthly basis, containing the status of the agency and enterprise remediation progress for each business system required for the Florida PALM Financials and Payroll deployment, in accordance with Proviso contained in the 2023/24 General Appropriations Act.

Reporting Period:

May – June 2024

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for AHCA
- Readiness Workplan

AHCA Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Lynn Smith

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 72.50%**
- Submitted Complete = 6
 - Submitted Incomplete = 2
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflects the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 69.53%**
- Submitted On Time = 16
 - Submitted Late = 18
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	7/12 -12K+ records have been identified as needed to be cleansed. Initial review of the records includes encumbrances, contracts, and grants. Many of these records cannot be cleaned up by the Agency and will need to be purged by DFS. Meeting is scheduled to identify specific records that can be correct. 4/30 - Working with A&A on data cleansing 4/12 - Have begun some data review of the files provided to the Bureau for Financial Services team by DFS; Will Review and determine if additional data needs to be addressed and the approach. To be completed by	Submission Incomplete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		7/12 - Continue to work on the AS-IS and have begun design the To-Be processes for Disbursement. Assets To-Be Designs are in progress. AR To-Be processes are in progress. Contracts is not impacted as much and internal Agency Business System (CATS) needs to be remediated. 6/28 - Continuing discovery of processes performed by the BFS team 4/30 - New Resources are reviewing as is to identify gaps. 4/12 - Documentation of business processes have not begun due to resource constraints		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24					
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/03/24	4/30 - All are completed, but will not submit until we review it once more as a team	Submission Complete	05/17/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		7/12 - Continue to work on the AS-IS and have begun design the To-Be. Assets To-Be Designs are in progress. AR To-Be processes are in progress. CMIA is being worked. 6/28 - Continuing discovery of processes performed by the BFS team		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24	Signed on Thursday 5/9	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	07/02/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/14/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User	06/17/24	08/16/24					

AHCA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

AHCA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Weekly Change Champions Workgroup Meeting	05/01/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/02/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/06/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/06/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Change Champions Workgroup Meeting	05/08/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/09/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/13/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/13/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	05/14/24	Executive Sponsor	To review specific issues; processes; questions, budget	
People	Weekly Change Champions Workgroup Meeting	05/15/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/16/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	05/20/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Weekly Status Meetings	05/20/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Change Champions Workgroup Meeting	05/22/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/23/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Medicaid Projection Run As-Is Processes	05/24/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	05/27/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Project Team Meeting	05/28/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	05/28/24	Executive Sponsor	To review specific issues; processes; questions, budget	
Processes	As-Is Processes Budget	05/29/24	Bureau of Financial Services Budget	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Change Champions Workgroup Meeting	05/29/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Weekly Disbursement To-Be Processes	05/30/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	05/30/24	Bureau of Financial Services Assets	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/03/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
People	Weekly Project Team Meeting	06/03/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/04/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
Processes	Weekly Disbursement To-Be Processes	06/06/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
Processes	FLAIR file uploads As-Is and To-Be Processes	06/06/24	BFS (Policy and Systems)	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	06/06/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/10/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
Processes	Medicaid Run (Grants) As-Is Processes	06/10/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	06/10/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/11/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People	Weekly Change Champions Workgroup Meeting	06/12/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Contract As-Is and To-Be Processes	06/13/24	Procurement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Contract As-Is and To-Be Processes	06/13/24	Procurement	Identify any missing processes while delivering the To-Be process documentation	
Processes	Grants Management	06/13/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
Processes	Trust Fund and Cash Analysis As-Is and To-Be Processes	06/13/24	BFS (Policy and Systems)	Identify any missing processes while delivering the To-Be process documentation	
Processes	Weekly Disbursement To-Be Processes	06/14/24	Bureau of Financial Services Disbursement	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Change Champions Workgroup Meeting	06/19/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Assets (As-Is and To-Be) Processes	06/19/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	

People Processes Technology Data	Quarterly Florida PALM-Financial Services Ecosystem Governance	06/19/24	Executive Sponsor, BFS Leadership and CIO	To review resolve and escalate issues and budget	
Processes	As Is and To-Be Processes	06/20/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
Processes	Grants Management	06/20/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Status Meetings	06/24/24	Bureau of Financial Services / Agency Business System - Leadership	To review highlights of weekly activities and bring risks and issues for resolution	
Processes	Medicaid Run (Revenue) As-Is Processes	06/24/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Weekly Project Team Meeting	06/24/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/25/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	06/25/24	Executive Sponsor	To review specific issues; processes; questions, budget, OCM	
People	Weekly Change Champions Workgroup Meeting	06/26/24	Change Champions and SMEs	Planning for the transition of Florida PALM working through tasks	
Processes	Assets (As-Is and To-Be) Processes	06/26/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	
Processes	Assets (As-Is and To-Be) Processes	06/26/24	BFS and General Services Assets	Identify any missing processes while delivering the To-Be process documentation	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	07/03/24
March - April 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	05/09/24
January - February 2024	Sonya Smith	sonya.smith@ahca.myflorida.com	03/11/24

- Helpful Links**
- Dashboard Snapshots
 - Knowledge Center
 - Florida PALM Workbook for APD
 - Readiness Workplan

APD Status Report Dashboard

Reporting Period
May - June 2024

Agency Sponsor
Rose Salinas

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

- Change Champion Network:**
- Unique Filled Role = 12
 - Duplicate Filled Role = 4
 - Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

- RW Task Completeness:**
- Score = 77.27%**
- Submitted Complete = 6
 - Submitted Incomplete = 2
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

- RW Task Timeliness:**
- Score = 97.5%**
- Submitted On Time = 34
 - Submitted Late = 1
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

- Meeting Participation:**
- Meetings Attended = 2
 - Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/11/24	2/5 - Start of review for TASK completion 2/14 - Reviewing and updating based on Finance Team recommendations 2/21 - In progress 3/14 - Teams review/IT and Teams assignment break out - APD Internal Tracker 3/31 - working thru with strategy - teams engaged 4/8 - final reviews - Round 1 Plan has been executed - working to close final open items from internal tracker 4/10 - All Inventories are planned - but not executed yet with May Encumbrance clean up completion target and June completion plans for asset data. - leaving at 75% due to actual inventory effort is in progress at this time and will NOT be completed until end of JUNE. 4/11 - finalizing input to sheets - review 4/12 for completion of all rubrics with inventory actions remaining outstanding 4/18 - ongoing effort with BA leading the documentation updates for inventories - asset and encumbrances 5/2 - teams review - Encumbrances target completion for cleanse - May 30 5/2 - Asset Management - target completion for the physical location cleanse - May 30 - physical inventory of all assets - June 30 5/6 Selected "Not Applicable" for all columns for Customers and Grants rows: Data Readiness Evaluation through Current-State Data Readiness Status 5/23 - noted attachment notes and resubmission requirement - team in review 5/28 - no change - effort remains with the target of month end closing 6/3 - APD Inventories all in review - continuing with end of June due dates on all 6/17 - Teams moving forward in review and updates to task requirements - cleansing plans still in progress for Asset Team - Encumbrances completed 7/1 - aware of the need to finish up - hand in hand with the task 513 and 515 - Hayley is managing to have team close.	Submission Incomplete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/12/24	2/5 - Start of review for TASK completion 2/14 - Teams individual review underway 2/21 - IT Team working 2/28 - new meeting review scheduled for 3/7 3/14 - Teams review/IT and Teams assignment break out - APD Internal Tracker 3/31 - teams are on track for documentation and process structures with validation to PALM 4/3 - reports/reviewed all - completed with Asset Mgmt outstanding - notified	Submission Incomplete	05/06/24

							<p>for due date of 4/5 to mark completed. 4/3 - blue columns on biz process to be completed by 4/5 - spreadsheet - to be updated in sheets 4/8 4/8 - final reviews - 90% completed- working to close final open items from internal tracker 4/16 - In review - all areas completed - working with the worksheet to update so that all updates are reflected correctly for PALM team review 5/3 - review and resubmit by EOD 5/3 5/6 - completed - HB/BM checked and updated as noted 5/23 - noted attachment notes and resubmission requirement - team in review 5/28 - cleaning up and resubmission this week - by May 30th 6/3 - will review with @Dora - as the rubrics doesn't seem to pick up the updates we previously submitted - so not certain where there is outstanding info needed from APD - to be continued. 6/17 - cleaning up to resubmit @ 6/17 7/1 - comments descriptions are being updated with Monday - 7/8 ready to resubmit the comments provided were to generic for the PALM team and so we are tasked with providing better description for the uncertain label.</p>	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	75% - Consolidating/Inputting Information for Submission	<p>2/28 - PALM User Excel Spreadsheet received with updates for teams - finishing placing into Smartsheet by COB 2/29. 3/14-APD Teams breakdown on internal tracker - Reports documentation updated (3/12)Business Process Review Seg I & II 3/31 - working thru with strategy - teams engaged 4/8 - final reviews - 90% completed- working to close final open items from internal tracker - Finance Team leading - multiple sheets broken out for team input 4/18 - internal APD tracker updated with specific breakdown of all rubrics and teams follow thru defined. ongoing meetings and effort 5/7 - final review on all spreadsheets for completion - no blanks - all identified and sheets completed correctly - will submit on time - goal is 5/9 ***5/10 - 5/10 TLH office closures - per conversation with RC, leaving task open, all workbooks completed pending Location Definition Workbook - RC meeting slated for 5/13 - pending internal APD follow up as well 5/13*** 5/13 - RC comments: APD's config workbook is complete with exception of location id. RC discussed with PM- Business Analyst on 5/10 during TLH storm office closure. Organization tree structure process cleared up. Sheet complete. Matching FLAIR location codes to addresses is a challenge. PM will follow up with APD F&A on 5/13 about Flair location id's, make appropriate selections in sheet, and assign Florida Palm location ids in sheet. (Note: APD is assigning FP location codes based on current day FLAIR location codes.) Task tracker comment to be added noting 5/10 phone call with RC. Due to 5/10 TLH storm office closures, PM will follow up with APD team on 5/13 to resolve Location 5/20 - HB/BM - adding Title File data - PALM provided data will be "NO" for conversion - completion for Wed 22nd 5/21-5/22 - received the Solaris Report from AM Team and reconciliation work is being continued on the Smartsheet for Loc Definitions - inventory 5/28 - Team meeting with Regions to review the validity of the information - aligning Solaris Report with FLAIR Title file and clean will continue with completion upon AM team sign off. 6/3 - Solaris vs FLAIR - very different data - cleansing in progress - working on the updates with locations and within APD for valid data and updates on Active and Inactive locations - will be completed by June 30 - discovery of conflicting data means we are unable to determine the conversion status for each and are working thru this with the Asset Mgmt Team at APD 6/17 - Teams are in review - and mgmt meeting to be held on 6/24 to update processes and validate/sign off 7/1 - Final run on effort - Worksheet reconciliation is set up and the teams for Facilities and Regions are working hand in hand to create/determine the activity status for all loc codes - align the Smartsheet with correct location description - (all info) and provide the status to close. deadline for APD 7/12 - Sponsor Rose is fully aware and we are working with the Asset mgmt team to close this asap.</p>	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission	<p>5/3 - initiated review 5/15 - Planning activities to engage and iterate 6/17 - Teams moving forward in review and updates to task requirements</p>	

N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		5/3 - initiated review 5/15 - Planning activities to engage and iterate 6/17 - Teams moving forward in review and updates to task requirements		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		5/15 - Planning activities to engage and iterate 6/17 - Teams moving forward in review and updates to task requirements - IT review completed		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission		5/3 - initiated review 5/15 - Planning activities to engage and iterate 6/17 - Teams moving forward in review and updates to task requirements		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission		5/3 - initiated review 5/15 - Planning activities to engage and iterate 6/17 - Teams moving forward in review and updates to task requirements - all teams in process of cleanse and evaluation of the balances/accounts/data they work with from a team perspective		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission		6/17 - IT Team is moving forward in review and updates to task requirements - Primary to APD is the FRS database and from that all other ABS's are considered - PP in development for all timeline milestones		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/11/24	6/11 - Re-aligned CCN and updated as required 6-19 - Updates made per Task Verification Form	Submission Complete	06/19/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	50% - In Progress				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24	7/1 - all updated - reviewing for the full team view process - and then completion by 7/3 7/8- Smartsheet fully added all for viewer privilege's - internal APD and PALM Team access/viewing.		
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/01/24	7/1 - Rose to complete by July 3 7/1 - completed!	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People	Processes	Technology	Data
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The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
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<p>Implementation:</p> <p>Planned Florida PALM End Users = 74</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 40</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 2 Asset Accounting and Mgmt. = 3 Banking = 2 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 3 Disbursements Mgmt. = 3 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 20 Payroll Mgmt. = 6 Projects Mgmt. = 5 Revenue Accounting = 2 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 238</p> <ul style="list-style-type: none"> Related Business Systems = 6 Related Reports = 34 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 238 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 238</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 21 Medium = 6 Low = 62 None = 17 Uncertain = 22 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 19 Medium = 10 Low = 24 None = 13 Uncertain = 62 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 15 Medium = 4 Low = 8 None = 27 Uncertain = 74 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 17 Medium = 7 Low = 3 None = 22 Uncertain = 78 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 94 	<p>Current-State:</p> <p>Cataloged Business Systems = 9</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 8 Partial = 1 Not Started = 0 <p>Cataloged Interfaces = 78</p> <ul style="list-style-type: none"> Inbound Interfaces = 6 Outbound Interfaces = 1 <p>Implementation:</p> <p>Business Systems Planned for Integration = 8</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7 <p>Planned Interfaces = 15</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 12 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 480</p> <ul style="list-style-type: none"> Associated Unique Uses = 1181 Continued Use - Yes = 1094 Continued Use - No = 57 Associated Business Systems = 2 Cataloged Reports = 112 Criticality: High = 150 Med = 18 Low = 1 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 0</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = Not Submitted Asset Management (AM) Planned Location Codes = Not Submitted Planned Associated Area ID's = Not Submitted Commitment Control (KK) Planned Option = Not Submitted General Ledger (GL) Planned Budgetary Value Combo Edits = Not Submitted Planned Local Funds = Not Submitted Planned Organization ID's = Not Submitted Planned OA1's = Not Submitted Planned OA2's = Not Submitted <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 2 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status:
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Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

APD Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Data loss during migration	Open	9 (High/High)	Implement robust backup and recovery mechanisms, conduct thorough testing	Measurement: Percentage of data migrated successfully noted: Migration Phase	12/08/23	APD Finance Team
Processes	Downtime during the transition	Open	9 (High/High)	Develop a detailed migration plan with scheduled downtime, parallel run for testing	Measurement: Duration of downtime noted: Migration Phase	12/08/23	PALM Team/APD Project Team
People Processes Technology Data	Data breach or unauthorized access in the cloud	Open	9 (High/High)	Implement strong encryption, access controls, and security protocols	Measurement: Number of security incidents - ongoing security effort	10/24/23	PALM Team/APD Project Team
People Processes	Training - Resistance to Change	Open	9 (High/High)	- Implement a robust change management plan. - Communicate the benefits of the new system. - Involve team members in decision-making.	- Teams will be attending focus group meetings 1st qtr 2024 - focus on how to embrace training to adjust to change	12/27/23	APD CCN
People Processes Technology Data	Training - Skill Gaps in the Legacy Team	Open	9 (High/High)	- Identify and prioritize training needs. - Create custom training modules. - Encourage knowledge transfer among team members.	- APD teams will continue with focus groups for team participation and understand as a whole	12/27/23	APD Teams
People Processes Technology Data	COA - Update accounting business system software or system with the new chart of accounts.	Open	9 (High/High)	- This includes modifying the account structure and assigning codes as needed. within the APD Business Systems so that the alignment flows thru upon migration and that all accounting is correctly the same	IT Team will align to update and make required changes in the Business System arena	12/27/23	IT Team and APD Teams
People Processes Technology Data	COA - Testing old to new and establishing a valid testing exercise	Open	9 (High/High)	- Establish testing to ensure that transactions are posted correctly to the new chart of accounts. Verify that financial reports generate accurate results.	Testing scenarios and plan to be defined	12/27/23	ALL APD Finance and IT Teams
Technology Data	Use of API technologies to create Data Tables not available in timely manner to begin the Agency Build	Open	9 (High/High)	KB/Tech Analyst is driving the request with the PALM IT team to get schema provided	With Task 519 - the updates required to ABS does not have all information required to start the effort Ideal would be to have an API Schema that is pushed by PALM to update and execute all the requirements 6/26 - IT Team will work with strategy to build parallel data base with PALM parameters that will be set up with all the correct fields/requirements/etc	04/24/24	ALL APD Finance and IT Teams
Technology Data	Compatibility issues between old and new systems	Open	9 (High/High)	APD is in a re-write mode with several ABS - this will be a double effort and therefore use of old systems to adapt will be an issue	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
Technology Data	Integration challenges with existing accounting software on ABS	Open	9 (High/High)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
People Processes Technology Data	Training - Lack of Familiarity with New System Features	Open	6 (Medium/High)	- Provide comprehensive training. - Offer hands-on practice and simulations. - Encourage knowledge sharing.	- noting that the "sandbox" will be open and provided with PALM team roll out of training phase(s)	12/27/23	APD Teams
Data	Training - Data Migration Errors	Open	6 (Medium/High)	- Conduct thorough data validation and testing. - Have backup plans for data recovery.	- Organizing Data Review Teams and timeline	12/27/23	APD Teams
People Processes	Training - Time Constraints with routine business	Open	6 (Medium/High)	- Plan training schedules to minimize disruption. - Allocate extra time for learning and transition.	- teams will be in review of scheduling and clean up in 2024	12/27/23	APD Teams
People Processes Technology Data	Training - Inaccurate Financial Reporting	Open	6 (Medium/High)	- Verify and validate financial data during and after migration. - Have contingency plans for reporting errors.	- clean preparation prior to and then checking team after - APD is in clean up mode going forward.	12/27/23	APD Financial Accounting Team
Processes Technology Data	Data Security Breach	Open	6 (High/Medium)	- Implement strict access controls and encryption measures.	- Conduct quarterly security audits and address any vulnerabilities immediately. - PALM Team to engage thru Technical reviews the security support and activities with PALM	12/27/23	APD IT Team
People	Lack of Training and Awareness	Open	6 (High/Medium)	- Provide regular training sessions for team members on documentation best practices.	- Maintain a record of training attendance and monitor improvements in documentation quality. October 2023 baseline success	10/24/23	PALM TEAM and APD Teams

						Bringing awareness to the PALM Team activities with participation in the design and build sessions hosted by the PALM Team. -ongoing		
People Processes Technology Data	Technology Failures	Open	6 (High/Medium)	- Implement data backup and recovery procedures	- Regularly test technology systems and document results in monthly IT reports. - roll out with IT team in 2024	10/24/23	APD IT Team	
People Processes	Timing in Financial accounting arena - Loss of Productivity During Transition	Open	6 (High/Medium)	- Plan for a gradual transition with overlapping systems if possible.	-Teams will be attending focus group meetings 1st qtr 2024 and will participate in designing a workable schedule	12/27/23	APD Teams	
People Processes Data	COA - use of fields difference and alignment	Open	6 (High/Medium)	- understanding the structure and organization of the new chart of accounts. This includes identifying the categories, segments, and account codes used in the new system.	-APD teams will continue with focus groups for team participation and understand as a whole	12/27/23	APD Teams	
People Processes Data	COA - Reconciliation of differences between old and new	Open	6 (High/Medium)	- Identify any discrepancies between the old and new charts. This may involve accounts that no longer exist in the new chart or new accounts that have been introduced.	-APD teams will continue with focus groups for team participation and understand as a whole	12/27/23	APD Teams	
People Processes Data	COA - Reassigning account codes - old to new - new to old	Open	6 (High/Medium)	-Assign account codes from the new chart to the old accounts based on the mapping. Ensure that the new account codes align with the new chart's structure. Understanding the accounting behind the accounts and aligning correctly	-APD teams will continue with focus groups for team participation and understand as a whole	12/27/23	APD Teams	
People Processes Technology Data	COA - Archive old Data	Open	6 (High/Medium)	- archiving or retaining old chart of accounts data for historical reference and compliance purposes.Where/When/How	Plan to establish archive process to be determined or updated from present archive responsibilities within the agencies processes and policies	12/27/23	ALL APD Finance and IT Teams	
People Processes Technology Data	Payroll - Severe Data Loss or Corruption during Migration of data	Open	6 (High/Medium)	Severe data loss or corruption during migration, leading to incorrect payroll processing and legal compliance issues. Implement robust backup and recovery procedures, conduct extensive testing, involve experts in data migration, and have a rollback plan in case of failures. Conversion Plan is Critical for detail and review/testing and acceptance.	Conversion PLAN critical to success with PALM and APD Teams 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams	
People Processes Technology Data	Payroll -Integration issues between the new accounting system and other HR or finance software, causing delays in payroll processing.	Open	6 (High/Medium)	. APD will conduct thorough integration testing, involve IT specialists, and ensure seamless data exchange protocols thru a detailed conversion plan.	Ongoing teams meetings to mitigate 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams	
Technology Data	Data Integrity issues during schema migration	Open	6 (High/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams	
Technology Data	Lack of scalability in new API architecture	Open	6 (High/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams	
Processes Data	Time lag/Plan for AR and conversion accounts	Open	4 (Medium/Medium)	Review date impact with review of GL accounts and establish conversion accounts for time element affect - 2/6 - Team working to map COA	Measurement: Reconciliation issue noted: Migration Phase	02/06/24	APD Finance Team	
People Processes	Resistance to change among employees	Open	4 (Medium/Medium)	Conduct change management training, communicate benefits of the new system - 2/6 - continue with awareness/participation/information sharing	Measurement: Employee feedback and adoption rate - ongoing	02/06/24	PALM Team/APD Project Team	
Processes Technology Data	Incompatibility with existing systems	Open	4 (Medium/Medium)	Perform compatibility testing, ensure seamless integration with other systems - 2/6 - IT Team reviewing Tasks/Strategy	Measurement: Number of integration issues noted: Business system's activities to be defined by IT team	02/06/24	PALM Team/APD Project Team	
People Technology Data	Training - Insufficient Training Resources - needing a variety	Open	4 (Medium/Medium)	- Secure necessary training materials and resources. - Engage vendor-provided training and support.	- looking to PALM for direction and scheduling when it becomes available	12/27/23	APD and PALM	
People Processes	Inadequate Post-Training Support	Open	4 (Medium/Medium)	- Establish a helpdesk or support team. - Provide ongoing access to resources.	- PALM Team to define	12/27/23	PALM and APD IT Team	
People Processes Technology Data	Payroll - Insufficient training for payroll staff on the new system, resulting in errors and productivity loss.	Open	4 (Medium/Medium)	APD will work with PALM to develop comprehensive training programs, provide user manuals, and offer ongoing support during the transition.	Ongoing teams meetings to mitigate 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams	
Technology Data	Insufficient documentation for new API interfaces	Open	4 (Medium/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams	
Technology Data	Ineffective communication between IT and accounting teams	Open	4 (Medium/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS 6/26 - improvement in the PALM team presence with IT Readiness team building	04/24/24	ALL APD Finance and IT Teams	
People Processes Technology Data	Lack of Stakeholder Involvement - CCN and SME's	Open	3 (High/Low)	- Engage stakeholders in the documentation process to gather necessary information.	- Document stakeholder involvement and address any issues in weekly status reports. - ongoing	10/24/23	APD Core Team	
People Processes Technology Data	Changes in Regulations	Open	3 (High/Low)	- Establish a regulatory monitoring system and update documentation accordingly.	- Provide updates on regulatory changes in real-time and include them in monthly	10/24/23	APD Core Team	

					compliance reports. - ongoing		
People Processes Technology Data	Documentation Errors	Open	3 (High/Low)	- Implement a peer review process for critical documentation.	- Monitor error rates and track corrective actions in weekly status reports. -effort to b initiated with COA review	12/27/23	APD Core Team
Technology Data	Security vulnerabilities in new API interfaces	Open	3 (High/Low)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll - Inaccurate employee data migration leading to payroll discrepancies and employee dissatisfaction.	Open	2 (Medium/Low)	Validate data migration processes, cross-reference data, and conduct reconciliation checks to ensure accuracy. UAT required.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
People Technology Data	Training - set up with current IT Platform and making available the training online requirements for the user experience - Software Compatibility Issues	Open	2 (Low/Medium)	- Ensure that the new system is compatible with existing hardware and software.	- IT Team engagement is strong within APD so this will be part of the IT agenda	12/27/23	IT Team
People Processes	Non-compliance with data privacy regulations/APD Client	Open	1 (Low/Low)	Conduct thorough legal review, ensure adherence to applicable regulations	Measurement: Compliance audit results - ongoing	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Insufficient user training and support	Open	1 (Low/Low)	Develop comprehensive training materials, provide ongoing user support	Measurement: User feedback and help desk tickets note: Training phase	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Payroll - Minor delays in the migration timeline due to unexpected technical issues or resource constraints	Open	1 (Low/Low)	Develop contingency plans for minor delays, allocate extra resources if needed, and maintain clear communication with stakeholders- PALM Team Centric and APD IT engaged.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll - Minimal impact documentation discrepancies that have no significant effect on payroll processing	Open	1 (Low/Low)	Continuously monitor and address documentation issues as part of routine maintenance. HR and Finance Teams will be collaborating for all reviews/training/queries to pass success.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams

APD Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	APD Grant Field	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	APD does NOT have Grants - however the grant field in FLAIR is used as an indicator - and the data in this field needs to be converted to PALM but needs to be corrected/mapped/correctly for PALM so that it does not land in the grant field. Fix before migration. Determined to use OA2 and team is focused on corrections in FLAIR at this time.	2/29 - Revenue Team is in review and walk thru exercises are in progress to determine fix prior to data migration 4/22 - remains a critical consideration as this will be a mapping and scripting issue due to: APD Does NOT have Grants - use of the field in FLAIR caused this to be "called" a grant - this will become OCA2	12/31/24	APD finance Team/APD Revenue Team/BA/PM
People Processes Technology Data	APD is the process of initiating some organizational alignment changes within the agency.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	APD teams are effected with any organizational change for accounting and financial alignment. The agency is keeping everyone aware so that there are no impacts as APD aligns with the new COA and system set up for PALM	Awareness is key and APD is keeping an open communication line to highlight any accounting impacts with organizational changes. 2/29 - reviewing and aligns with the new Task Talk overview - noted 4/22 - new organization chart has been drafted and will initiate a change in organizational structure - G/L will be updated as approvals are completed 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval	07/31/24	APD Sponsor and Finance Team
People Processes Technology Data	APD Location Identifier - Asset Mgmt Team	Open	High - Impacts the ability of the agency to meet deadlines or milestones	APD uses the Location Identifier for purposes that are tied to Warrants and the delivery of warrants to the correct site location. There is a need to clean this up and a better understanding of the use in PALM is being reviewed with questions and support from the PALM team	2/29 - meetings to discuss planned for 2/29 - so that the worksheet updates can be supported by the Asset Management Team 4/22 - the inventory clean up and alignment with G/L cleanse is in progress - not yet closed	07/01/24	APD AM Team - BA - PM - Core Team
People Processes Technology Data	PALM Business Process Modules DO NOT align with the naming convention on the new PALM Modules - this is a new learning issue after adjusting for team purposes	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Re-mapping - and will re-educate the teams to their PALM Module Name - REALLY causes "change management issues"	4/22 - new change - business process models vs PALM Modules names - they don't align and APD has renamed their teams based on the Business Process Models/Modules originally introduced. 6/26 - Not an issue but noted by teams in naming conventions and alignment with the PLAM Modules	06/28/24	APD Teams/CCN and SME's
People Processes Technology Data	APD Inventories - Asset and Encumbrances - Process Improvement	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Working with teams to establish and document processes while cleaning data - giving an internal due date and review	4/22 - still in process - unable to finish based on the Task requirements and due date of 4/12 4/24 - Asset Team has issued the Inventory requirements for fiscal	07/01/24	Asset Mgmt and Encumbrances by the Disbursement team

					yr end - and with that the effort to close is targeted for full cleanse of ALL inventory by June 30, 2024 4/24 - Encumbrances - part of the YE Close. 6/26 - Encumbrances completed with YE Close out and Certify forward - leaving Locations and Physical Inventories to be validated and completed - target - Aug 30th for all - but for Task 513 - July 5th		
People	APD Organizational changes will change the alignment of the personnel within the agency - but no approvals are final and there remain accounting adjustments to support until the accounting structure can be corrected	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The teams are working to get DMS approvals thru based on the Director's changes to organizational structure and chart - currently a draft	4/24 - APD accounting is keeping the org codes in place that are currently in use based on FLAIR and will change as needed (approvals come thru) but there is no date when this will be accomplished. No changes to existing orgs at this time - and that is imposed on the PALM project activity. 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval	07/31/24	APD Agency as a whole
	APD Asset Inventories - Locations physical address alignment across systems to include Solaris	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The teams are working to get FLAIR and Solaris Data corrected/updated/changed/added/deleted for all Physical locations associated with APD either HQ/Regions/Facilities/Regions	4/24 - APD accounting is keeping the org codes in place that are currently in use based on FLAIR and will change as needed (approvals come thru) but there is no date when this will be accomplished. No changes to existing orgs at this time - and that is imposed on the PALM project activity. 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval - re-write of procedures and documentation to correct processes - aligning with the asset module workflow within PALM	08/30/24	APD Agency as a whole

APD Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The vendor-directed project plan aligns with the requirements and objectives outlined in the state government regulations and legislative directives specific to APD.	Logged	09/06/23	PALM Project Team/APD Project Team	On-Going with PALM Team Readiness Plan
People Processes Technology Data	Sufficient resources, including personnel and infrastructure, will be available to support the implementation by APD and will require additional resources as defined by the PALM project Plan for Conversion	Logged	09/06/23	PALM Project Team/APD Project Team	Working on Task 503 - In progress 4/24 - noted that the PALM Project Personnel for APD has been Hired: HB for Business Analyst/KB for Sr. Technical Analyst
People	The state government will continue to provide the necessary cooperation and support for the project's success along with our APD Sponsor support.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going
People Processes Technology Data	The PALM vendor has expertise in implementing cloud-based financial systems and complying with state government regulations with APD looking to gain information and support from the PALM teams as needed or required.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going with Amendment 8 approved - move forward with PALM Directives as defined
People Processes Technology Data	Financials, Payroll, and Data Warehouse will be implemented at one time in January 2026	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project 4/24 - Conversion Plan is not yet created by the PALM Team and is a significant requirement for the IT and Finance Teams at APD
People Processes Technology Data	All agencies will transition together.	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project
People Processes Technology Data	Agencies/APD will have significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT)	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	The Florida PALM production sandbox will continue to be a copy of the current production environment and will be updated in January 2026 for this major implementation	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	Dedicated hyper care and post-implementation support will be available following implementation to ensure stabilization of business operations within APD	Logged	09/06/23	PALM Project Team/APD Project Team	Post implementation - At Live
People Processes Technology Data	APD Business Systems will continue to be used within APD and be supported with gateway/interface connectivity to the PALM Database for data capture as needed by APD - stay in the same effort as currently supported with FLAIR	Logged	12/27/23	PALM Project Team/APD Project Team/APD IT Team	Technology alignment 4/24 - noted that APD will initiate review of Business Systems for retention after the conversion to PALM Platform - there will be a timeframe to review and consider PALM capabilities/reports/access that will aide in this determination sponsored by the APD IT Team.

APD Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	APD All Hands meeting	06/26/24	APD Accounting Teams - All	Monthly ALL Teams meeting in person	Great overview - including all regions and facilities 5/1 - 6/26

People Processes Technology Data	APD - High Fives - Email	06/18/24	APD Finance Teams as a whole	APD Communication Plan	Taking the 5 critical APD needs to know topics and providing links, knowledge, updates, insight 6/18
People Processes Technology Data	Payroll Team	06/27/24	APD Payroll Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 5/21 & 6/25
People Processes Technology Data	Contract Team	06/24/24	APD Contract Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 6/24
People Processes Technology Data	Budget Team	06/26/24	APD Budget Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 6/26
People Processes Technology Data	Disbursements Team	06/05/24	APD Disbursements Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 5/1 & 6/5
People Processes Technology Data	Asset Management Team	06/25/24	APD Asset Management Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 5/21 & 6/25
People Processes Technology Data	Accounts Receivable Team	06/19/24	APD Accounts Receivable - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 5/16 & 6/19
People Processes Technology Data	Accounts IT Team	06/11/24	APD IT Team -PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 5/21 & 6/11
People Processes Technology Data	Account Management and Financial Reporting Team	06/26/24	APD Financial Reporting Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 6/26
People Processes Technology Data	Monthly Inter/Intra - Facilities Team Meeting	06/27/24	APD Facilities Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly May and June Completed 6/27
People Processes Technology Data	Monthly Inter/Intra - Regions Team Meeting	06/25/24	CCN and SMEs - PM/BA/TA	State/HQ-SE-SW-NE-NW-Suncoast-Southern-Central Team: CCN and SME's-Teams call to review actions/participation/introduce PALM initiatives/open forum Team represents Modules: Inter/Intra Unit Transactions - Monthly	Team meeting - monthly May and June Completed 5/21 & 6/25
People Processes Technology Data	Weekly APD PALM Internal Team Meeting	06/24/24	PM/BA/TA - APD Internal PALM	Primary PALM Team Status Call - PM/BA/TA - weekly	Review all - talk to status - align APD 5/6-5/13-5/20-6/3-6/10-6/17-6/24
People Processes Technology Data	APD Calendar updates to Teams	05/15/24	APD PM	Timeline Snapshot for the month of May and June - upcoming events and scheduled activities	Agency Updates - BA and PM Review 5/15 - 6/19
People Processes Technology Data	Weekly Core Team Status Report	06/27/24	Agency Leadership	Sponsor/Project Manager/Business Liaison/Technical Liaison/Business Analyst/Senior Tech Analyst Team - Focused on PALM: Email updates (Past/present week/future) Weekly	Awareness/Task Review/Updates regarding Teams/PALM Participation Weekly Meeting - Review status/updates 5/2-5/9-5/16-5/23-5/30-6/6-6/13-6/20
People Processes Technology Data	APD Specific - CORE Team Status Update Weekly Meeting	06/27/24	APD Core Team = Rose/Sponsor - Dee/Agency Liaison - Ramon/Advisory Council Member - Becky/Project Mgr - Hayley/Business Analyst - Kristopher/Technical Analyst	Awareness/Task Review/Updates regarding Teams/PALM Participation	Awareness/Task Review/Updates regarding Teams/PALM Participation Weekly Meeting - Review status/updates 5/2-5/9-5/16-5/23-5/30-6/6-6/13-6/20
People Processes Technology Data	APD SIMS/Inventory Meeting/LOC	05/06/24	APD CORE Team - Tacachale Facility	Special Meeting	Focus for Task 513/514 meetings on going: 5/15 - 5/21 - 6/4 - 6/17 - 6/25
People Processes Technology Data	APD IT Conversion PLAN Meetings - APD PALM Team	06/24/24	PM/BA/TA - APD Internal PALM	IT Requirements/APD conversion planning and outline for timelines and activity requirements	Focus on APD timeline for Data/IT Team(s) - 5/6 - 5/20 - 6/10 - 6/24

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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APD Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Rose Salinas	rose.salinas@apdcares.org	07/01/24
March - April 2024	Rose Salinas	rose.salinas@apdcares.org	05/09/24
January - February 2024	Rose Salinas	rose.salinas@apdcares.org	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for CITRUS
- Readiness Workplan

CITRUS Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Christine Marion

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 78.33%

- Submitted Complete = 7
- Submitted Incomplete = 0
- Completed After Submission = 5

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 97.5%

- Submitted On Time = 31
- Submitted Late = 5
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/04/24	After a review and comparison of Segment I requirements and our ABS, it was determined that no remediations will be necessary for this segment. As such, Citrus has closed this task as "Complete".	Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24	Corrections have been made	Submission Complete	05/30/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/04/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/02/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/06/24		Submission Complete	06/06/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/09/24			
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 8

- Business Process Groupings = 11/13

Identified Subject Matter Experts = 6

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 2
- Banking = 5

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 37

- Related Business Systems = 4
- Related Reports = 42
- Documentation Status:
 - Complete = 0 Partial = 1 Not Started = 35

Implementation:

Impacted Agency Business Processes = 37

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 4

- Criticality:
 - High = 4 Med = 0 Low = 0 None = 0
- Documentation Status:
 - Complete = 4 Partial = 0 Not Started = 0

Cataloged Interfaces = 2

- Inbound Interfaces = 2
- Outbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

- Associated Unique Uses = 70
- Continued Use - Yes = 21
- Continued Use - No = 3
- Associated Business Systems = 0

Cataloged Reports = 62

- Criticality:
 - High = 32 Med = 12 Low = 5 None = 0

- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 4
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 2
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

- Related Business Process Groupings = 9
- Planned Spreadsheet Uploads = 0
- **Level of Impact: People Changes**
- High = 0 Medium = 11 Low = 21 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
- High = 31 Medium = 0 Low = 1 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 2 Medium = 9 Low = 16 None = 5 Uncertain = 0
- **Level of Impact: Data Changes**
- High = 1 Medium = 2 Low = 28 None = 1 Uncertain = 0
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 0 Complete = 32

Implementation:

Business Systems Planned for Integration = 2

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 0
- **Segment II - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0
- Planned Interfaces = 3**
- Inbound Interfaces = 2
- Outbound Interfaces = 1

Implementation:

Segments I & II Planned Configurations = 7/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 1
- **Asset Management (AM)**
- Planned Location Codes = 7
- Planned Associated Area ID's = 2
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 84
- Planned Local Funds = None
- Planned Organization ID's = 40
- Planned OA1's = 101
- Planned OA2's = None
- Conversions & Data Readiness**
- **Conversions Needed = 2**
- **Agency Data Outside of Primary Source System(s) = 1**
- **Data Readiness/Cleansing Status:**
- Complete = 2 In Progress = 0 Not Started = 0 Not Applicable 0
- Reports = TBD**

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

CITRUS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank).	Open	6 (Medium/High)	We have made the project manager aware of the issue, and he has informed PALM that we need to determine how foreign currency payments will be handled through PALM.		04/29/24	Matthew Christovich
Technology Data	The quality of audio on webinars and recordings is low. Our team does not feel it is receiving much needed information presented during these workshops	Open	6 (High/Medium)	Please see what you can do to upgrade the quality of webinars.	The quality of the audio recording has improved but remains inconsistent.	04/30/24	Matthew Christovich
People	The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed.	Open	6 (High/Medium)	We will have to carefully adjust our implementation schedule to ensure that there is no delay or gaps in services during UAT.	Risk opened per our June PALM touchpoint.	06/06/24	Matthew Christovich
People	New IT staff with no knowledge of PALM	Open	2 (Low/Medium)	We have one IT support staff member, and he was not here for the CMS Wave of PALM, and has no knowledge of PALM.	We remain unsure of the role our technical support person will play in PALM. Currently, the technical staff has very little to do with FLAIR, but we're awaiting the final roles.	09/19/23	Matthew Christovich

CITRUS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	Citrus does not have a dedicated project manager to ensure all PALM activities are completed, Tasks are updated, and staff is provided direction.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Without additional project funding, staff will complete tasks as time allows.	Funding for PALM for Citrus has been included in Senate and House bills, pending the conference process. This funding would be available 07/01/24. We will be watching the budget process until final approval by Governor.	05/01/24	CCN
Technology Data	The PALM team presents some workshops as webinars, but the technology is not very good. Audio is either choppy with echoes, or completely nonexistent.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is not possible for us to travel to Tallahassee for every meeting. The quality of the webinars is so low that it is not productive for our team to participate	PALM has improved the quality of some recordings, but not all. We are moving the resolution date out to the end of July to see how the Design meetings go.	07/31/24	PALM

CITRUS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes	PALM sandbox will be available to all CCN members prior to go-live	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	Citrus staff has been granted access to sandbox, but only with same access as Production
People Processes Technology Data	Agencies will be given sufficient time to test and practice critical transactions before go-live in a dedicated testing environment	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	We have access to sandbox, but only with current rights (for CMS Wave). At some point, it would be great if we could go in and "explore" in the sandbox.

People Processes Technology	General Revenue Funding will be made available for Agency support of the PALM project	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	GR Funding for FY2024-25 included in Legislative budget, pending Governor approval. BAPS request for current year funding was approved and project manager has been contracted through staff augmentation, to start April 30, 2024.
Processes Technology Data	Reporting will be available at go-live to support our business needs	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	No updates on Reporting at this time
People Processes Data	Data fields will be provided to support all components Citrus currently uses (such as OCA's)	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Staff is currently completing Task 513, which defines data fields for configuration in PALM
Processes Technology Data	The PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	PALM team has assured us that enterprise programs will integrate at go-live.
People Processes Technology	Citrus assumes the PALM Team will provide both in-person, on-line, and recorded training for CCN's and all accounting staff	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption will remain until UAT and/or training begins
People Processes Data	Vendor maintenance done outside of PALM in AOD	Logged	02/09/24	Citrus Admin Staff, CCN's PALM project team	This assumption will remain until more information released

CITRUS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	Review Revenue System and 4R reporting	05/01/24	Matt, Chuck, Christine, Garrett	Overview of Revenue system requirements	To determine remediation requirements for Revenue System
People Processes Technology Data	Citrus Readiness Touchpoint	05/09/24	CCN Team, PALM Project Team	Review upcoming Tasks	Agenda to follow

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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CITRUS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Christine Marion	cmarion@citrus.myflorida.com	07/09/24
March - April 2024	Christine Marion	cmarion@citrus.myflorida.com	05/02/24
January - February 2024	Christine Marion	cmarion@citrus.myflorida.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for COM
- Readiness Workplan

COM Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Tisha Womack

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 89.23%**
- Submitted Complete = 9
- Submitted Incomplete = 0
- Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 94.72%**
- Submitted On Time = 32
- Submitted Late = 4
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 6
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/28/24	Had task kick-off meeting on 2/21/24. Task will be managed using Microsoft Teams. Team workspace created in Teams to include important documents, videos, and space for team communication.	Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/11/24	Had task kick-off meeting. Task will be managed using Microsoft Teams. Team workspace created in Teams to include important documents, videos, and space for team communication. UPDATE AS OF 4/2/2024: Team meeting scheduled for 4/9/2024. Update as of 5/11/2024: Task Tracker update late due to internet and utilities outage as result of storm. Update as of 5/13/2024: task due date extended to 5/13/2024 due to severe weather on 5/10/24; Lisa / Tulani reviewed Smartsheet entries for completeness. Updates made to the Distribution Code smartsheet. Task submitted.	Submission Complete	05/16/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/05/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/11/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/13/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24	Onboarding process is in progress for Change Management Liaison. Agency Sponsor, Tisha Womack, is in constant contact with vendor. UPDATE as of 6/26/2024: CML currently getting fingerprints and other administrative tasks done. PML and CML met on 6/26/2024; PML emailed Florida PALM link and most current status update presentation.	Submission Complete	06/26/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	06/28/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24			
N/A	N/A	539	Manage Agency Specific	07/01/24	08/29/24					

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 43</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 43</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 4 Accounts Receivable = 5 Asset Accounting and Mgmt. = 3 Banking = 2 Budget Mgmt. and Cash Control = 3 Contracts Mgmt. = 13 Disbursements Mgmt. = 11 Grants Mgmt. = 15 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 3 Projects Mgmt. = 2 Revenue Accounting = 2 System Access and Controls = 5 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 61</p> <ul style="list-style-type: none"> Related Business Systems = 8 Related Reports = 31 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 22 Partial = 36 Not Started = 3 <p>Implementation:</p> <p>Impacted Agency Business Processes = 61</p> <ul style="list-style-type: none"> Related Business Process Groupings = 8 Planned Spreadsheet Uploads = 7 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 3 Medium = 20 Low = 25 None = 7 Uncertain = 6 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 5 Medium = 29 Low = 13 None = 2 Uncertain = 12 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 15 Medium = 20 Low = 5 None = 7 Uncertain = 14 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 7 Medium = 31 Low = 3 None = 8 Uncertain = 12 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 61 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 26</p> <ul style="list-style-type: none"> Criticality: High = 7 Med = 18 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 4 Partial = 22 Not Started = 0 <p>Cataloged Interfaces = 15</p> <ul style="list-style-type: none"> Inbound Interfaces = 15 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 23</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = -4 Outbound Interfaces = 7 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 71</p> <ul style="list-style-type: none"> Associated Unique Uses = 84 Continued Use - Yes = 2 Continued Use - No = 12 Associated Business Systems = 2 <p>Cataloged Reports = 373</p> <ul style="list-style-type: none"> Criticality: High = 2 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 6 Asset Management (AM) Planned Location Codes = 21 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 6/93 Planned Local Funds = None Planned Organization ID's = 163 Planned OA1's = 49 Planned OA2's = None <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 3 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 0

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

COM Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	SME Workload	Open	9 (High/High)	Currently we are awaiting legislative budget amendment approval to procure support resources	Delegated some day-to-day activities to staff members not directly involved with PALM. This change allows CCN team members some time to work on PALM each week. UPDATE as of 4/29/2024: Lead SMEs currently training new resources to be independent. UPDATE as of 6/5/2024: Agency Sponsor and Agency Liaison have procured a project manager and are currently finalizing procurement of business analyst/change manager for technical support.	06/05/24	Caroline (Tisha) Womack / Lemuel Toro
People Processes Technology Data	Lack of support for Life-to-Date Accounting and Reporting	Open	9 (High/High)	Create internal life-to-date reporting system	Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and	06/05/24	Lemuel Toro / Caroline (Tisha) Womack / Dean Modling / Ken Heim

					Commerce is currently working to determine best response if Project Costing module will not provide needed support. UPDATE as of 6/5/2024; Risk reviewed by CCN. Risk remains in place until Commerce has more information on how PALM will handle or is able to assist in LTD reporting.		
People	SMEs who will provide vital support to PALM project during Segment IV workshops/meetings may also be needed to complete Financial Statement and Legislative Budget Request (LBR) tasks during the May 2024 - September 2024 window.	Open	6 (Medium/High)	Identify SMEs and SME backup team members.	SMEs with new staff/resources are currently training staff on day-to-day activities, as well as PALM related support. Backup SMEs will be identified as soon as possible. UPDATE as of 6/5/2024; risk reviewed by CCN. No updates at this time.	06/05/24	Lemuel Toro / Lisa Simpson

COM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	Common understanding of PALM project goals	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations
People	Common understanding of PALM PMO expectations	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations
People Processes Technology Data	Sufficient engagement by resources knowledgeable about Commerce business processes and technical capabilities	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	PALM specific team meetings
People Processes Technology Data	New project manager will understand PALM project sufficiently enough to provide proper guidance within a short amount of time	Logged	11/08/23	Commerce Stakeholders	PM attends PALM Project Management Forums and other virtual/face-to-face PALM specific training opportunities
People Processes Technology Data	Florida PALM PMO will provide timely decisions on items impacting project scope and schedule	Logged	11/08/23	Commerce Stakeholders	Attend PALM specific virtual/face-to-face meetings
People Processes	PALM will have a reconciliation solution to identify differences between modules and general ledger at go-live	Logged	12/14/23	Commerce Stakeholders	Attend PALM meetings and collaborate with PALM technical team

COM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Commerce PALM Town Hall	05/10/24	Finance and Accounting, Human Resources, General Services	Inform staff and PALM end users about potential project impact on financial processes and way of working.	Agency Sponsor, T Womack, welcomed staff and gave brief historical view of PALM project Agency Liaison - L Toro introduced project team and explained importance of participation, direct and indirect. L Simpson discussed where we are currently in project, as well as agency end user expectations. T Honable reviewed PALM website, highlighting End User Support (Solution Center), Knowledge Center, and Training links. T Honable also informed staff of upcoming End User Survey. D Modling presented code crosswalks and K Heim discussed reporting and how this process will be impacted at Commerce; currently reporting is under construction.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

[Privacy Notice](#) | [Report Abuse](#)

COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Tisha Womack	caroline.womack@commerce.fl.gov	07/08/24
March - April 2024	Tisha Womack	caroline.womack@commerce.fl.gov	05/11/24
January - February 2024	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DACS
- Readiness Workplan

DACS Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Alan Edwards

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.23%**
- Submitted Complete = 12
 - Submitted Incomplete = 0
 - Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 99.44%**
- Submitted On Time = 35
 - Submitted Late = 0
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		Our agency is actively working on ABS remediation based on Segment I designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/07/24		Submission Complete	05/16/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/07/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24	SAM updates submitted to DFS A&A. Notification email sent to RC.	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/25/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Planned Florida PALM End Users = 73

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 25

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 5
- Banking = 4
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 7
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 10
- Payroll Mgmt. = 5
- Projects Mgmt. = 7
- Revenue Accounting = 4
- System Access and Controls = 4

Role Mapping = TBD

Training = TBD

Cataloged Business Processes = 190

- Related Business Systems = 6
- Related Reports = 10
- **Documentation Status:**
- Complete = 190 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 190

- Related Business Process Groupings = 13
- Planned Spreadsheet Uploads = 6
- **Level of Impact: People Changes**
- High = 0 Medium = 15 Low = 40 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
- High = 0 Medium = 23 Low = 32 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 0 Medium = 20 Low = 35 None = 0 Uncertain = 0
- **Level of Impact: Data Changes**
- High = 0 Medium = 18 Low = 37 None = 0 Uncertain = 0
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 0 Complete = 43

Cataloged Business Systems = 49

- **Criticality:**
- High = 27 Med = 13 Low = 6 None = 3
- **Documentation Status:**
- Complete = 48 Partial = 0 Not Started = 0

Cataloged Interfaces = 42

- Inbound Interfaces = 28
- Outbound Interfaces = 14

Implementation:

Business Systems Planned for Integration = 16

- **Segment I - Documentation Updates:**
- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 12
- **Segment II - Documentation Updates:**
- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10

Planned Interfaces = 22

- Inbound Interfaces = 1
- Outbound Interfaces = 15

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**
- Continued Use - Yes = 50
- Continued Use - No = 19
- **Associated Business Systems = 6**
- Cataloged Reports = 221**
- **Criticality:**
- High = 85 Med = 56 Low = 17 None = 51

Implementation:

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 50
- **Asset Management (AM)**
- Planned Location Codes = 488
- Planned Associated Area ID's = None
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 1949
- Planned Local Funds = None
- Planned Organization ID's = 1095
- Planned OA1's = 768
- Planned OA2's = None
- Conversions & Data Readiness**
- **Conversions Needed = 7**
- **Agency Data Outside of Primary Source System(s) = 0**
- **Data Readiness/Cleansing Status:**
- Complete = 4 In Progress = 3 Not Started = 0 Not Applicable 0

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities table below display only items that were opened/logged, closed/resolved or active during the reporting period.

DACS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces.	Open	9 (High/High)	For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test.	Information is shared with Agency Readiness Coordinator as they are encountered. 6-25-2024 - Error Log for the sample data files for Interfaces PCI001 and iUI003 was reviewed to send to the Florida PALM Team.	06/28/24	Rosemarie Zubler
Technology	Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date.	Open	9 (High/High)	Our agency is actively working on ABS remediation based on Segment designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. Regular monitoring of the interface catalog is occurring to stay up to date on any changes made to interface layouts or sample data files.	6-21-2024 - Discussion with agency Readiness Coordinator at monthly Touchpoint Meeting.	07/02/24	Rosemarie Zubler

DACS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
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DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	7/01/2024 - Continuing to monitor
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	07/01/2024 - Will monitor as FL PALM releases additional information.
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users	07/01/2024 - Will monitor as FL PALM releases additional information.
Processes	Work efforts of staff augmentation resources are undertaken	Logged	11/13/23	Staff Augmentation; FDACS PALM	07/01/2024 - Will continue to monitor.

to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.

Readiness Team, CCN

DACS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	FLAIR Data Cleanup	05/01/24	Enterprise wide	To ensure clean records for current use and for conversion to PALM.	Ongoing. Date entered reflects start of reporting period.
Data	Configuration Workbook Review	05/03/24	F&A Chiefs, PALM Director	Meeting to discuss Seg I and II Configuration Workbooks.	No other comments or updates.
Data	Configuration Workbook Review	05/03/24	Finance and Accounting	The purpose of this meeting was to discuss agency configuration needs and agency resource planning to complete task in consideration of year end obligations.	No other comments or updates.
People Data	PALM ORG Code Discussion	05/08/24	Finance and Accounting	The purpose of this meeting was to take a deep dive into the discussion of the ORG code impacts to FNW.	No other comments or updates.
People Data	FDACS Agency PALM Dashboard Discussion	06/05/24	OATS, PRT	Discussion on key elements needed for the agency internal PALM Dashboard.	No other comments or updates.
People Data	FDACS Agency PALM Dashboard Discussion	06/11/24	OATS, PRT	Discussion on key elements needed for the agency internal PALM Dashboard.	No other comments or updates.
People Processes Technology Data	PALM End User Survey	05/20/24	Finance and Accounting, Administration	Exploring survey options with Organization and Strategic Development.	No other comments or updates.
People Processes Technology Data	Certified Forward Training/PALM Update	05/21/24	Finance and Accounting, Administration	The purpose of this meeting was to provide a Florida PALM update and FYE Certified Forward Training.	No other comments or updates.
People Processes Technology Data	Monthly Supervisors Meeting	05/30/24	Finance and Accounting	Monthly F&A Supervisors meeting; Florida PALM Director provides high level summary of open readiness activities for agency.	No other comments or updates.
People Processes Technology Data	Post Florida PALM AC Meeting Review	06/19/24	Finance and Accounting, Technical Liaison	Review session following Florida PALM AC meeting to discuss information shared by Florida PALM Project and A&A, specifically as it impacts AIMS.	No other comments or updates.
People Technology Data	PALM ORG Code	05/08/24	Finance and Accounting, Food Nutrition and Wellness	Meeting to FNW Division to discuss ORG Codes in support of readiness task and future implementation.	No other comments or updates.
People Technology Data	Review Phase 1 UAT	06/10/24	Finance and Accounting	Meeting to discuss/confirm Phase 1 draft of ABS (REV) internal UAT plan.	No other comments or updates.
People Technology Data	DIO Monthly Meeting	06/19/24	Finance and Accounting, OATS, DIOs	Chief of Finance and Accounting/Business Liaison presented update on Florida PALM to Division Information Officers.	No other comments or updates.
Processes Technology Data	Monthly Touchpoint Prep with Technical Liaison	05/15/24	Finance and Accounting, Technical Liaison	Consolidation of any open technical questions from Technical Liaison to prepare for May Touchpoint with PALM Technical Readiness Team.	No other comments or updates.
Processes Technology Data	COA Crosswalk Prototype Demo	05/24/24	OATS, Admin, Finance and Accounting, PPMO	The purpose of this meeting is to demonstrate the COA Crosswalk Prototype that OATS has been developing to help assist FDACS users with the transition to PALM.	No other comments or updates.
Technology Data	Discussion on PRT UAT Test Plan	05/08/24	Administration, OATS, Finance and Accounting, General Services, Admin IT	The purpose of this meeting was to collectively discuss the PRT UAT plan with impacted agency resources to identify expectations and timeline conflicts.	No other comments or updates.
Technology Data	FP Interface sample data errors	05/16/24	Finance and Accounting, PRT, Technical Liaison	Consolidated list of errors encountered by PRT when trying to load interface sample files.	No other comments or updates.
Technology Data	FDACS PALM Monitoring Meeting	06/06/24	OATS, Admin, Finance and Accounting, PPMO, Payroll	The purpose of this weekly meeting is for the team of internal FDACS resources to regroup and discuss project communications, project status, decision points, and review risks and issues with Agency Sponsor.	No other comments or updates.
Technology Data	AIMS Remediation JAD Session-Contracts	06/07/24	Finance & Accounting, PRT, Administration, OATS, Purchasing, Administration IT	Discussion regarding PALM remediation changes to the Contracts Requisition and Approval screens.	No other comments or updates.
Technology Data	Revenue Object Codes Review	06/24/24	Finance and Accounting, Technical Liaison	Meeting to review published proposed revenue standardization list and to determine impact to agency activity codes.	No other comments or updates.
People	PALM Task 524 Phase 2 Meeting	05/20/24	Finance & Accounting, OATS	The purpose of this meeting is to review/confirm the draft survey questions and to confirm the end user list.	No other comments or updates.
People	PALM Task 537-Smartsheet Access Review	05/22/24	Finance & Accounting, OATS	The purpose of this meeting is to review the users and access rights for Smartsheet ahead of task 537 release in consideration of year end obligations of agency resources.	No other comments or updates.
People	PALM Tasks 526,527, and 529 Review	05/23/24	Finance & Accounting, OATS	The purpose of this meeting is to review the task instructions and agency resource needs due to year end obligations of agency resources as it pertains to documented risk for agency.	No other comments or updates.
People	PALM Readiness Status Meeting	05/29/24	OATS, Finance and Accounting, Admin IT	The purpose of this meeting is to discuss FDACS UAT readiness.	No other comments or updates.
People Processes	PALM Task 534 Discussion	06/06/24	Finance & Accounting, PRT, Administration	The intent of this meeting is to review the FDACS current CCN and confirm all roles are current for PALM Task 534.	No other comments or updates.
Processes	Process Review	05/01/24	Enterprise-wide	Ensure processes are as effective and efficient as possible for translation to PALM as appropriate.	Ongoing. Date entered reflects start of reporting period.
Technology	Daily PRT Standups	05/01/24	PRT, Finance and Accounting, OATS, Admin IT	Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers.	Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison. Date entered reflects start of reporting period.
Technology	Sprint Retrospectives and planning	05/01/24	PRT, OATS, Finance & Accounting	Conduct retrospective of ending sprint and plan for next sprint.	Occurs biweekly. Date entered reflects start of reporting period.
Technology	PALM PRT Mid Sprint Planning	05/01/24	PRT, OATS, Finance & Accounting	A review of the current sprint's work and preview the next sprint's work items and activities.	Occurs biweekly. Date entered reflects start of reporting period.
Technology	PALM Biweekly Technical Meeting	05/01/24	OATS, Admin, Finance and Accounting, PPMO, FDACS PALM Remediation Team	Technical meeting with executive management giving a status update on what has been completed, what is currently being worked on with estimated completion dates, and what is on deck.	Occurs biweekly. Date entered reflects start of reporting period.
Technology	Weekly Summary Reporting	05/01/24	PRT, OATS, Finance & Accounting, Admin IT	Provide status of completed and ongoing PRT deliverables/agency tasks; analyze implementation schedule progress; plan for next week.	Every Friday. Date entered reflects start of reporting period.
Technology	FANS to AIMS Status Meeting	05/01/24	OATS, Admin, Finance and	The purpose of this weekly meeting is (1) FANS PALM	Occurs weekly on Thursdays. Date entered reflects

			Accounting, FDACS PALM Remediation Team	Remediation status update (What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps (Goals for the next week).	start of reporting period.
Technology	Weekly Touchpoint with CCN Technical Liaison	05/01/24	OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team	The purpose of this weekly meeting is to discuss any PALM technical updates, answer any questions from the PALM Remediation Team, and review any assistance needed.	Occurs weekly on Wednesdays. Date entered reflects start of reporting period.
Technology	Item Vendor View and Vendor Edit Screens Prototype Demo	05/03/24	Purchasing, OATS, Finance & Accounting, PPMO, Admin IT, Administration	The purpose of this meeting is to confirm the Item Details and Fund Codes Screen requirements and review Prototype for Vendor View/Vendor Edit screens.	No other comments or updates.
Technology	PALM UAT Preparation Meeting	05/07/24	OATS, PRT	The purpose of this meeting is to review the availability of resources for the scheduled UAT given agency year end close and PTO.	No other comments or updates.
Technology	PO and Contract Number Meeting	05/23/24	Purchasing, Finance & Accounting, Administration, Admin IT, PRT, OATS	The purpose of this meeting is to discuss the generation of PO and Contract numbers during the approval process, and the remediation of the Request Processing screen.	No other comments or updates.
Technology	Risks and Issue Management, monitoring Implementation Schedule, reviewing vacancies	05/30/24	PALM Management Workgroup	Consistently review and update Risks, Issues, Assumptions, Implementation Schedule, and vacancies.	Primary: Project Management Liaison, Change Management Liaison
Technology	Item Details and Fund Codes Demo	06/20/24	PRT, Finance and Accounting, OATS, Admin IT, Purchasing	The purpose of this meeting is to demo remediated PALM features and changes .	No other comments or updates.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Alan Edwards	alan.edwards@fdacs.gov	07/09/24
March - April 2024	Alan Edwards	alan.edwards@fdacs.gov	05/08/24
January - February 2024	Alan Edwards	alan.edwards@fdacs.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DBPR
- Readiness Workplan

DBPR Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Sally Huggins

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 8
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 18
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 87.22%**
- Submitted On Time = 24
- Submitted Late = 12
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/03/24		Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	06/07/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/03/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/11/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/19/24	Resubmitted on 6/27/24	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/19/24	Ready	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	05/23/24	Complete	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	05/24/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission		Versa mapping exercise being tracked in Project Schedule under this Task.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24	Bimonthly report submitted by due date 5/13/24; forgot to update tracker	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24	All Risks and Issues have been updated. Project Schedule updated daily with weekly snapshots captured in the project Central Repository.		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/05/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	50% - In Progress				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/27/24	All updates have been applied. Erin Moreno and Lynn Smith were removed.	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 32

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 23

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 7
- Accounts Receivable = 7
- Asset Accounting and Mgmt. = 8
- Banking = 7

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 97

- Related Business Systems = 11
- Related Reports = 25
- **Documentation Status:**
- Complete = 82 Partial = 15 Not Started = 0

Implementation:

Impacted Agency Business Processes = 97

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 11

- **Criticality:**
- High = 5 Med = 2 Low = 1 None = 3
- **Documentation Status:**
- Complete = 10 Partial = 0 Not Started = 1

Cataloged Interfaces = 1

- Inbound Interfaces = 1
- Outbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 84

- **Associated Unique Uses = 85**
- Continued Use - Yes = 48
- Continued Use - No = 32
- **Associated Business Systems = 37**

Cataloged Reports = 55

- **Criticality:**
- High = 20 Med = 19 Low = 15 None = 0

- Budget Mgmt. and Cash Control = 6
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 9
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 1
- Projects Mgmt. = 1
- Revenue Accounting = 9
- System Access and Controls = 3

Role Mapping = TBD

Training = TBD

- Related Business Process Groupings = 9
- Planned Spreadsheet Uploads = 0
- **Level of Impact: People Changes**
- High = 0 Medium = 0 Low = 0 None = 62 Uncertain = 19
- **Level of Impact: Processes Changes**
- High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 19
- **Level of Impact: Technology Changes**
- High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 19
- **Level of Impact: Data Changes**
- High = 0 Medium = 62 Low = 0 None = 0 Uncertain = 19
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 1 Complete = 49

Implementation:

Business Systems Planned for Integration = 1

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

- **Segment II - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

Planned Interfaces = 29

- Inbound Interfaces = 14
- Outbound Interfaces = 14

Implementation:

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**

- Planned Distribution Codes = 52

- **Asset Management (AM)**

- Planned Location Codes = 9

- Planned Associated Area ID's = None

- **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

- **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 661

- Planned Local Funds = None

- Planned Organization ID's = 368

- Planned OA1's = 31

- Planned OA2's = None

Conversions & Data Readiness

- Conversions Needed = 4

- Agency Data Outside of Primary Source System(s) = 0

- **Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DBPR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Data	If we are not able to bridge the gap of institutional knowledge caused by the retirement of Accounting Systems Analyst, then details could be missed that impact DBPR's readiness	Closed	9 (High/High)	Mitigation - Advertise position as soon as possible; hire new employee in time to overlap with retiring employee.	All Technical support has been transitioned to Kris Burnside. If technical solutions fail, F&A will resort back to manual processing. Closing Risk.	05/08/24	Sally Huggins
People Processes Technology Data	Revisiting previously completed tasks could take time away from current scheduled tasks. If too much time is spent on old PALM Tasks, DBPR may never get caught up and in line with the Project Schedule.	Closed	9 (High/High)	Mitigation - Focus on accuracy and completeness on previous Tasks being readressed, then find away to fast track current tasks.	All Redo Tasks have been reviewed by the Readiness Coordinator and have been approved.	06/06/24	Thomas Richardson
People Processes Technology Data	If the DBPR Technical (IT) team does not receive the PALM Revenue Source Codes from DFS PALM by September 2024, there will not be enough time to complete the crosswalk from FLAIR codes to PALM codes in time to complete Versa development needed to conduct the scheduled testing.	Closed	9 (High/High)	Work with PALM Readiness Coordinators to obtain the PALM Revenue Source Codes as soon as possible.	Testing scheduled to start in January 2025; working DBPR IT to plan out Versa design Crosswalk from PALM to FLAIR needs to be completed and provided to DBPR IT	06/06/24	Thomas Richardson
People Processes Technology	If PALM To Be Business Processes are not stable and subject to significant change during or after PALM education presented to Finance & Accounting staff, then this can lead to confusion and negatively impact DBPR's PALM readiness	Open	9 (High/High)	Communicate with Readiness Coordinators early and often and ensure Organizational Change Manager and F&A staff are quickly made aware of any process changes.	No known changes at this time.	06/19/24	Thomas Richardson
People Processes Technology Data	If all tasks and related details are not recorded in the Project Schedule, then some tasks may slip through the cracks, and DBPR Finance & Accounting may not be ready for PALM deployment as scheduled	Closed	6 (High/Medium)	Mitigation - Ensure that all tasks are identified and added to the schedule and that the Project Schedule is routinely used as a tool to manage all activities	The Project Schedule has been approved, baselined, and posted in Microsoft Project, pdf, and Excel formats.	06/06/24	Thomas Richardson
People Processes Technology Data	If PALM does not provide efficient Data Warehouse tools similar to FLAIR@BPR capabilities, then DBPR may not have the data necessary to complete To Be Business Processes once we go live	Open	6 (High/Medium)	Review and document FLAIR@BPR data requirements and compare to PALM Chart of Accounts to identify any gaps	Required data elements and their sources in PALM are being researched. Data Warehouse design details to be shared at workshops in October 2024. An approach for replace/remediate can be determined at that time. DBPR needs to understand what Data Warehouse has before an approach to replace/remediate FLAIR@BPR can be addressed.	04/23/24	Thomas Richardson
People Processes Technology Data	If the required testing is not defined and scheduled, F&A staff may not be ready and available and that could negatively impact DBPR readiness	Open	6 (High/Medium)	Discuss and understand all the PALM scheduled testing with the Readiness Coordinator and Technical Readiness Coordinator and ensure the Project Schedule reflects realistic durations and timelines.	Awaiting feedback from Technical Readiness Coordinator per his research.	06/06/24	Thomas Richardson
People Processes	If Decisions made by DBPR Leadership are not monitored and logged, then timely Decisions needed to stay on track may not be achieved	Closed	4 (Medium/Medium)	Mitigation - Ensure all pending and completed Decisions are documented, tracked/managed, and recorded. Review as needed.	All Pending Decisions are being logged and addressed as they arise. Closing Risk.	05/01/24	Thomas Richardson
People Processes Technology	If the Finance & Accounting staff's understanding of what project considers Agency Business System affects completion of	Closed	4 (Medium/Medium)	Mitigation - Review Agency Business System information to ensure all relevant systems are included in the ARS Inventory (see Task 326 504)	Discussed with PALM RC at meeting on 5/9. ARS remediation Tasks	06/26/24	Sally Huggins

Data	tasks changes, assigned project Tasks may not be completed properly, which could impact DBPR's readiness					hinge on Data Warehouse design. Workshops to be conducted in early October 2024.		
People Processes Technology Data	If Timing of Segment IV review & design workshops interferes with end of year Finance & Accounting activities, then F&A Business operations could be adversely impacted	Open	4 (Medium/Medium)	Continue to expose the staff to Business Processes and related details and ensure they have access to all tools (UAT sandbox, etc.)	Sessions are being scheduled by the OCM to identify what is not clear to them with To Be processes. When clarity is needed, we are reaching out to the Readiness Coordinators.	04/18/24	Thomas Richardson	
People Processes Technology Data	If DBPR Finance & Accounting does not have someone that understands FEMA and the steps necessary to recoup expenditures, then DBPR may not be reimbursed for expenditures incurred for large DEM projects (or will receive a possible audit)	Closed	4 (Medium/Medium)	Mitigation - Focus on accuracy and completeness on previous Tasks being readdressed, then find away to fast track current tasks.	All Redo Tasks have been reviewed by the Readiness Coordinator and have been approved.	06/06/24	Thomas Richardson	
People Processes	If a DBPR Finance & Accounting current state Process Flow is not mapped to its corresponding future state Process Flow, then the process owner will not be prepared for day 1 processing in PALM	Closed	3 (High/Low)	Mitigation - Validate all current DBPR Process Flows	All Current-State Business Processes that can be mapped to PALM To Be Business Processes have been completed. Closing Risk.	05/01/24	Gary Townsend	
People Processes	If DBPR Finance & Accounting process owner resources are not available as needed, then the process flows may not be validated/developed, and this will negatively impact DBPR PALM readiness	Open	3 (High/Low)	Mitigation - Complete Stakeholder Register after identifying process owners and work with them to ensure availability	Year End Processing is getting ramped up and could impact staff's availability. F&A resources have been available as needed so far. All Segment 1-3 Current-State Business Processes have been reviewed. Staff have multiple daily responsibilities that will need to be coordinated.	04/08/24	Gary Townsend	
People	If DBPR process owners are not prepared from an Organizational Change perspective (training, documentation, understanding, and emotional), then PALM readiness could be negatively impacted	Open	3 (High/Low)	Mitigation - Analyze DBPR future Process Flows to identify new process steps, document them, and communicate with Process Owners	OCM Manger is working with the Project Manager to ensure all required tasks and deadlines are entered into the Project Schedule and managed accordingly. PALM Education continues to be an area of focus.	04/08/24	Gary Townsend	
Processes	If all new To Be Business Requirements are not captured, communicated, and reviewed by the DFS technical team for feasibility, then DBPR future state processes may not be properly addressed (developed, tested, documented, etc.)	Open	3 (High/Low)	Mitigation - Ensure that all Business Requirements are captured in the RTM and shared with all key stakeholders	To Be Processes will be reviewed after Current-State Business Processes are confirmed/updated (starting in late June 2024). PALM Education continues to be an area of focus.	04/08/24	Thomas Richardson	
Processes	If approved DMS Rule 60GG templates and processes are not utilized/followed, then this project will be out of compliance with State regulations and is subject to a failed audit	Closed	3 (High/Low)	Mitigation - Ensure all currently approved Rule 60GG templates and processes are used for this project	All Rule 60GG Deliverables are being created with approved templates. Closing Risk.	05/01/24	Thomas Richardson	
People Processes Technology Data	If F&A staff are not familiar with and understand PALM To Be Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR readiness	Open	3 (High/Low)	Establish and conduct PALM Education and related planning. Add Tasks to the Project Schedule and manage their completion.	Required data elements and their sources in PALM are being researched and added to PALM education. Requests have been made for F&A to see PALM as early as possible. PALM Education Planning is under way.	05/31/24	Thomas Richardson	
Processes	If we do not validate current DBPR Finance & Accounting processes as accurate and complete, then the future state (To Be) may not be accurate and efficient	Closed	2 (Medium/Low)	Mitigation - Validate all current DBPR Process Flows	Current-State Business Process Review Sessions were completed in June 2024.	06/06/24	Gary Townsend	
People Processes Technology Data	If DBPR Finance & Accounting staff cannot understand To Be Process Flow language (created by DFS PALM), then they will not be able to map current Process Flows nor confirm the accuracy of the To Be Process Flows and that could lead to incomplete work flows	Open	2 (Medium/Low)	Continue to expose the staff to Business Processes and related details and ensure they have access to all tools (UAT sandbox, etc.)	Sessions are being scheduled by the OCM to identify what is not clear to them with To Be processes. When clarity is needed, we are reaching out to the Readiness Coordinators.	04/18/24	Thomas Richardson	

DBPR Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	If Timing of Segment IV review & design workshops interferes with end of year Finance & Accounting activities, then F&A Business operations could be adversely impacted	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Try to get out in front as much as possible before EOY activities pick up. Catch up on PALM Tasks after EOY activities complete. Note: Scheduling of Workshops determined as good timing.	Design Workshop dates have been identified. Some current PALM Tasks are being worked ahead of schedule to account slow down period during Year End processing.	09/30/24	Open

DBPR Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People	The success of the Florida PALM project is one of the highest DBPR project priorities. All other financial functional projects should be scheduled appropriately.	Logged	04/01/24	All Finance and Accounting Staff		
Processes	The Agency Project schedule will be used to establish and	Logged	04/01/24	Sally Huggins	Project Schedule was completed and baselined	

	monitor scope and progress of tasks supporting the implementation of Florida PALM.			Jennifer Gaines Thomas Richardson PALM	
Processes Technology	All work required by the Florida PALM project for Agency Readiness will be documented in the Florida PALM Readiness Workplan.	Logged	04/01/24	Sally Huggins Jennifer Gaines Thomas Richardson PALM	Updates are current
People	Resources will be available to support the agreed-upon schedule.	Logged	04/01/24	All Finance and Accounting Staff PALM	Resources have been available to review/define Current-State Business Processes
Processes	Based on the current Florida PALM implementation timeline, the Go-Live date for the Florida PALM solution is expected to occur no sooner than January 2026.	Logged	04/01/24	All Finance and Accounting Staff PALM	
People Processes	There will be sufficient engagement by division/office resources knowledgeable about their organization business processes.	Logged	04/01/24	All Finance and Accounting Staff PALM	The DBPR staff have been engaged
People Processes Data	Division/Offices act on the CCN/PALM Readiness information and direction.	Logged	04/01/24	All Finance and Accounting Staff PALM	Regular meetings were conducted with the Readiness Coordinators
People Processes	The DBPR Functional PALM Readiness Project will be supported and managed by executive leadership.	Logged	04/01/24	All Finance and Accounting Staff Thomas Richardson PALM	Great support has been received to date
People Processes Technology Data	The Department will remediate all agency business systems impacted by Florida PALM that cannot be retired.	Logged	04/01/24	All Finance and Accounting Staff Versa FLAIR@BPR	Some progress has been made; Data warehouse design not yet completed will impact this
People Processes Technology Data	The Department will complete all necessary interface builds to allow for business operations to continue in the Florida PALM solution.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	
Processes Technology Data	Following (and contingent upon) the successful Go Live implementation of Florida PALM and confirmation of its operational stability, FLAIR will not be available as a "fallback" option after the transition to Florida PALM.	Logged	04/01/24	All Finance and Accounting Staff PALM FLAIR	
Processes Technology Data	All FLAIR functions and sub-functions will be transitioned to Florida PALM or no longer needed.	Logged	04/01/24	All Finance and Accounting Staff PALM FLAIR	Some Finance and Accounting Business Processes have been determined not available in PALM
Processes Technology Data	The Florida PALM Project will be able to provide timely and complete requirements for agency business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	All Current-State Business Processes were reviewed/updated
People Processes Technology Data	DBPR Divisions/Offices will identify and make the necessary business process changes with enough detail and time to implement the changes according to the Florida PALM Project schedule.	Logged	04/01/24	All Finance and Accounting Staff PALM	All Current-State Business Processes were reviewed/updated
People Processes Technology Data	Testing of remediating business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues.	Logged	04/01/24	All Finance and Accounting Staff PALM	Detailed Testing Tasks were added to the Project Schedule
People Processes Technology Data	The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	Detailed Testing Tasks were added to the Project Schedule
People	Funding for contracted services will be released and those resources will be available to perform the work assigned to them as scheduled.	Logged	04/01/24	Contract Project Manager Contract Organizational Change Lead	Contract Staff have been onboarded
People Processes	The Florida PALM Project will prepare and provide training and related training materials.	Logged	04/01/24	DFS PALM Training Staff All Finance and Accounting Staff OCM Lead PALM	
People Processes Technology Data	The Department will support data cleansing.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	Scheduled PALM Data cleansing Tasks were completed
People Processes Technology Data	The Florida PALM Project will perform data cleansing and conversion.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	Scheduled PALM Data cleansing and conversion Tasks were completed
People Data	The Florida PALM Project will provide a Chart of Accounts crosswalk, interface layouts, and conversion layouts.	Logged	04/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	
People Processes Technology Data	DFS PALM (The Project) will maintain the Requirements Traceability Matrix (RTM) as well as recording the traceability details for all Business requirements	Logged	04/18/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	
People Processes Data	DBPR will identify any unique Business requirements resulting from review of the To Be processes and will maintain these requirements in the DBPR PALM Readiness RTM as well as related traceability details for these requirements only	Logged	04/18/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	
People Processes Technology Data	Language in the To Be Process Flows created by DFS PALM will be clear and understood by DBPR staff	Logged	04/18/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	
People Processes Technology Data	Newly discovered CMS Wave remediation (if necessary) will be managed and conducted by DFS PALM outside of the DBPR PALM Readiness Project	Logged	04/23/24	DFS PALM Development Staff All Finance and Accounting CMS Staff PALM	
People Processes Technology Data	Some Current-State Business Processes are not in PALM and thus will not have corresponding To Be Business Processes to map to. Business Processes that fall into this category will still be reviewed for accuracy.	Logged	05/01/24	DFS PALM Development Staff All Finance and Accounting Staff PALM	These Current-State Business Processes are being assigned to arbitrary Segment 5 for scheduling/priority purposes.
People Processes Technology Data	A Test environment will be made available to F&A staff so they can learn/confirm	Logged	06/12/24	All Finance and Accounting staff PALM	Readiness coordinator is checking for available options
People Processes	DFS PALM (The Project) will create base test scripts for UAT and DBPR staff will tweak as needed with specific department details	Logged	06/14/24	All Finance and Accounting staff PALM	To be included in the Test Plan (Task 536)
People Processes	All PALM To Be Business Processes will be able to be reviewed in some form or fashion (video, PALM TECH, and/or demonstration) well in advance of UAT	Logged	06/17/24	All Finance and Accounting staff PALM PALM Website	Project Manager Discussed with Readiness Coordinator
People Processes	Data elements included in FLAIR standard reports will be provided by DFS PALM and DBPR will identify data elements	Logged	06/17/24	All Finance and Accounting staff	FLAIR Reports Smartsheet does not include applicable data elements

included in DBPR custom reports

DFS PALM Technical Team
 DFS PALM Training Team
 Gary Townsend
 PALM
 PALM Website

DBPR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	Closed out Initiation Phase of DBPR PALM Readiness Project	05/01/24	Thomas Richardson	Manage all project phases	Closed project phase (milestone)
People Processes Technology Data	Worked on Rule 60GG Project Management Plan (PMP - using approved template)	05/01/24	Thomas Richardson	Complete required Rule 60GG deliverable	
People Processes Technology Data	Participated in Weekly Task Talk session	05/02/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	05/03/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	05/03/24	Finance and Accounting Supervisors/Managers Thomas Richardson	Provide a format of the Project Schedule that everyone can review	In Project Central Repository
People Processes Technology Data	Identified and documented new assumptions	05/06/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	
Processes Technology Data	Prepared for and conducted a special meeting with the Readiness Coordinators to discuss Tasks, RAID, and DBPR Project Schedule	05/09/24	Sally Huggins Jennifer Gaines Thomas Richardson	To communicate and receive required direction to effectively complete tasks and manage the project	
People Processes Technology Data	Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period	05/09/24	Sally Huggins Jennifer Gaines Thomas Richardson	To provide a thorough and accurate account of the DBPR Readiness activities conducted throughout the reporting period	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	05/09/24	Finance and Accounting Supervisors/Managers Thomas Richardson	To keep all Finance and Accounting Supervisors and Managers in the loop on all project activities and status	
People Processes Technology Data	Participated in Weekly Task Talk session	05/09/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	05/10/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	05/10/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Completed revisions to Task 328 and finalized updates to Current-State Business Process Smartsheet	05/14/24	All Finance and Accounting Thomas Richardson Gary Townsend	To ensure all Current-State Business Processes are correctly identified and documented	
People Processes Technology Data	Completed Task 532 - Submit Bimonthly Agency Readiness Status Report; obtained approval from Readiness Coordinator (on schedule)	05/15/24	Sally Huggins	To complete the required PALM Task and to inform DFS and DBPR management of the state of the Project	Complete PALM Task
People Processes Technology Data	Refined a tool to facilitate navigation of the shared Project Repository	05/16/24	All Finance and Accounting Thomas Richardson	To help Finance and Accounting staff be able to navigate and find project artifacts	
People Processes Technology Data	Participated in Weekly Task Talk session	05/16/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	05/17/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	05/17/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Created a DBPR PALM Readiness Project Communications Management Plan	05/17/24	All Finance and Accounting Gary Townsend Thomas Richardson	To provide communication standards and details related to how we intend to communicate throughout the Readiness project	
People Processes Technology Data	Conducted onboarding session with Finance and Accounting Bureau Chief and introduced her to the Project Repository and DBPR PALM Readiness Project artifacts	05/20/24	Jennifer Gaines Thomas Richardson	To introduce the new Bureau Chief to the project Central Repository, folder structure, and Readiness project artifacts and work products	
People Processes Technology Data	Identified and documented new assumptions	05/20/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	
People Processes Technology Data	Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators	05/21/24	Finance and Accounting Supervisors/Managers	To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions	
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	05/22/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Completed Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III; obtained approval from Readiness Coordinator (ahead of schedule)	05/23/24	Sally Huggins Thomas Richardson PALM	To ensure data cleanliness is addressed and to complete PALM Tasks timely and with accuracy	Complete PALM Task
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or	05/23/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	

Data	needing rework				
People Processes Technology Data	Completed Task 529 - Update Florida PALM Conversion Inventory for Segment III; obtained approval from Readiness Coordinator (ahead of schedule)	05/24/24	All Finance and Accounting Thomas Richardson	To ensure data conversion is addressed and to complete PALM Tasks timely and with accuracy	Complete PALM Task
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	05/24/24	Finance and Accounting Supervisors/Managers Thomas Richardson	To keep all Finance and Accounting Supervisors and Managers in the loop on all project activities and status	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	05/24/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	05/24/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Initiated discussions and planning for PALM Education of the Finance and Accounting staff; create a tracking document for all PALM education activities	05/28/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure DBPR Finance and Accounting staff are getting acclimated with PALM details	
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	05/28/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
Data	Identified PALM Revenue Codes and added Tasks to ensure design for changes to Versa (ABS) is conducted	05/28/24	All Finance and Accounting Thomas Richardson Versa	To make progress on the design for ABS remediation (Versa)	
People Processes Data	Drafted, reviewed, received approval, and posted RACI Chart	05/29/24	Sally Huggins Thomas Richardson	Complete required Rule 60GG deliverable	
People Processes Technology Data	Drafted, reviewed, received approval, and posted baselined Project Schedule	05/29/24	Sally Huggins Thomas Richardson	Complete required Rule 60GG deliverable and key Project Management tool	
People Processes Technology Data	Completed redo of Task 516 - Update Agency Business System Documentation for Segment II; obtained approval from Readiness Coordinator	05/30/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure ABS documentation is thorough and accurate and to complete PALM Tasks timely and with accuracy	Complete PALM Task
People Processes Data	Completed redo of Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II; obtained approval from Readiness Coordinator	05/30/24	Sally Huggins Jennifer Gaines Thomas Richardson	To ensure data cleanliness is addressed and to complete PALM Tasks timely and with accuracy	Complete PALM Task
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	05/30/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Participated in Weekly Task Talk session	05/30/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	05/31/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	05/31/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	05/31/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Completed redo of Task 519 - Remediate Agency Business Systems based on Segment I; obtained approval from Readiness Coordinator	06/03/24	Sally Huggins Thomas Richardson FLAIR@BPR and Versa	To ensure required remediation of DBPR Agency Business Systems (AMSS) is addressed	Complete PALM Task
People Processes Technology Data	Completed redo of Task 518 - Update Florida PALM Interface Inventory for Segment II; obtained approval from Readiness Coordinator	06/03/24	Sally Huggins Jennifer Gaines Thomas Richardson	To ensure required interfaces are addressed and to complete PALM Tasks timely and with accuracy	Complete PALM Task
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	06/03/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	06/04/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Data	Participated in several DBPR Working Sessions with the PALM Readiness Coordinator; collaborated as needed	06/04/24	Thomas Richardson	To ensure effective communication is achieved and to ensure the proper direction is received necessary to complete PALM Tasks	
People Processes Technology Data	Completed redo of Task 515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II; obtained approval from Readiness Coordinator	06/05/24	Sally Huggins Jennifer Gaines Thomas Richardson	To document and understand the change impacts to People, Processes, Technology, and Data and to complete a required PALM Task	Complete PALM Task
People Processes Data	Completed Task 534 - Update CCN and Contacts, Risks and Issues; obtained approval from Readiness Coordinator (ahead of schedule)	06/05/24	Sally Huggins Jennifer Gaines Thomas Richardson	To keep all DBPR contact details updated and to complete the required PALM Task	Complete PALM Task
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	06/05/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Conducted a meeting with Finance and Accounting Bureau Chief to address PALM Tasks that were late or needing rework	06/06/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	06/06/24	Finance and Accounting Supervisors/Managers Thomas Richardson	To keep all Finance and Accounting Supervisors and Managers in the loop on all project activities and status	
People Processes Technology Data	Participated in Weekly Task Talk session	06/06/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	

Data					
People Processes Technology Data	Completed Task 524 - Complete and Submit End User Readiness Survey Analysis; obtained approval from Readiness Coordinator (ahead of schedule)	06/07/24	Sally Huggins Gary Townsend	To assess end user PALM readiness and to complete the required PALM Task	Complete PALM Task
People Processes Data	Completed late Task 513 - Complete Configuration Workbooks for Segments I and II; obtained approval from Readiness Coordinator	06/07/24	All Finance and Accounting Thomas Richardson	To document and understand the configuration requirements for DBPR and to complete a required PALM Task	Complete PALM Task
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	06/07/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	06/07/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Data	Revised (v2.0), reviewed, received approval, and posted RACI Chart	06/11/24	Sally Huggins Jennifer Gaines Thomas Richardson	Revise and keep current a Rule 60GG deliverable	
People Processes Technology Data	Participated in Weekly Task Talk session	06/13/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Data	Researched FLAIR Reports per completed Task 327 and identified Data Elements not populated	06/13/24	All DBPR Finance and Accounting FLAIR PALM	Identify sources of data for To Be Business Processes	
People Processes Data	Identified additional ways to enhance PALM Education for Finance and Accounting staff	06/13/24	All DBPR Finance and Accounting FLAIR PALM	Ensure PALM interfaces, reports, and sources of data are understood	
Data	Research Organization Code in FLAIR to determine if it exists or needs to be added	06/13/24	All DBPR Finance and Accounting PALM	To facilitate tree structure in GL Organization Smartsheet	New Org Code 080000000 was added to PALM only to facilitate future rollups
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	06/14/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	06/14/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
Technology Data	Identify and organize DBPR ABS documentation in Central Repository	06/14/24	Thomas Richardson	To Facilitate future ABS remediation and to have documentation in a place that can be located	
People Processes Technology Data	Start work on Task 536 - Create Agency Specific User Acceptance Testing Plan	06/17/24	Finance and Accounting Supervisors and Managers Thomas Richardson PALM	To stay on schedule for required PALM Tasks	
People Processes Technology Data	Start work on Task 535 - Update Workforce Readiness Plan	06/17/24	Finance and Accounting Supervisors/Managers Gary Townsend	To follow up on the survey results per Task 524 and incorporate them into a Readiness Work Plan and to complete the required PALM Task	
People Processes Technology Data	Completed Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III; obtained approval from Readiness Coordinator (ahead of schedule)	06/17/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To document and understand the change impacts to People, Processes, Technology, and Data and to complete a required PALM Task	Complete PALM Task
People Processes Data	Researched Current-State reports and related data elements within each; also, reviewed similar To Be reports	06/18/24	All Finance & Accounting Staff FLAIR PALM	To make sure all data elements used in Current-State Business Processes are identified and to begin understanding where these data elements reside in PALM	
People Processes Technology Data	Prepared for and conducted a special meeting with the technical liaison and Readiness Coordinators to discuss Testing Tasks in the Project Schedule	06/19/24	Technical Liaison Readiness Coordinators Jennifer Gaines Thomas Richardson Gary Townsend	To ensure the Project Schedule accurately reflects all the testing and related details	
Processes Technology Data	Submitted Task 530 - Update Florida PALM Interface Inventory for Segment III	06/19/24	All Finance & Accounting Staff PALM	To identify required interfaces for Segment 3 Business Processes	Submitted early; awaiting approval
Processes Technology	Completed Task 528 - Update Agency Business System Documentation for Segment III	06/19/24	All Finance & Accounting Staff PALM FLAIR@BPR Versa	Ensure Agency Business Systems are remediated for Segment 3 Business Processes	Submitted early; awaiting approval
People Processes Technology Data	Reviewed Risks and Issues with Project Sponsor every other week	06/20/24	Sally Huggins Jennifer Gaines Thomas Richardson	To ensure the DBPR leadership has an opportunity to review all RAID items on a regular basis and to provide her feedback/input	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	06/20/24	Finance and Accounting Supervisors/Managers Thomas Richardson	To keep all Finance and Accounting Supervisors and Managers in the loop on all project activities and status	
People Processes Technology Data	Identified and documented new assumptions	06/20/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	
People Processes Technology Data	Participated in Weekly Task Talk session	06/20/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Added Tasks to the Project Schedule for PALM Tasks 535 and 536 and started work on those tasks	06/20/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To prepare for UAT and to keep the Workforce Readiness Plan current.	
People Processes Technology Data	Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators	06/21/24	Finance and Accounting Supervisors/Managers	To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	06/21/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	06/21/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	

People Processes Technology Data	Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period	06/25/24	Sally Huggins Jennifer Gaines Thomas Richardson	To report all DBPR PALM Readiness project activities conducted	
People Processes Technology Data	Participated in Weekly Task Talk session	06/27/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Identified and managed Risks (Risk Register), Action Items (Action Item Log), Issues (Issue Log), and Decisions (Decision Log) (RAID items) every week	06/27/24	Sally Huggins Jennifer Gaines Thomas Richardson	To manage and mitigate risks and issues that could negatively impact PALM Readiness (and the project)	
People Processes Technology Data	Prepared for and conducted Daily Checkpoint meetings with Project Sponsor, Finance and Accounting Bureau Chief, Project Manager, and Organizational Change Management Lead	06/27/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To have regular interaction/communication and to get required direction to complete PALM Readiness activities	
People Processes	Research ESC monthly meeting notes and determine the various testing tasks to be included in the Project Schedule	06/27/24	All DBPR PALM Readiness Project team staff	Ensure proper tasks, durations, and dates are reflected in the Project Schedule so resource needs can be planned	
People Processes	Completed Task 537 - Update Authorized Smartsheet Users	06/27/24	All DBPR Smartsheet users	To keep Smartsheet user details current and up-to-date	
People Processes Technology Data	Completed Task 533 - Manage Agency Specific Implementation Schedule, Risks and Issues; obtained approval from Readiness Coordinator (on schedule)	06/28/24	Sally Huggins Jennifer Gaines Thomas Richardson	To manage the Project Schedule so it can be effectively managed and to mitigate risks and issues that could negatively impact PALM Readiness (and the project); also, to complete the required PALM Task	Complete PALM Task
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	06/28/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Technology Data	Managed Tasks and assignments from the Project Schedule daily; updated the working copy of the Project Schedule	06/28/24	Finance and Accounting Supervisors/Managers Thomas Richardson	To ensure all project tasks are being completed on time	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	06/28/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology	Continued DBPR Current State Process flow validations for Accounts Payable & Voucher, Asset & Inventory Management, Budget, Cost Allocation, Data Repository, Financial Reporting and General Ledger, Treasury & Cash Management and Accounts Receivable, Payroll Integration to include Human Resources Payroll Operations.	06/28/24	All DBPR PALM Readiness Project team staff FLAIR	Validate all Current-State Process flows	
People Processes Technology	Created DBPR PALM Readiness Project Communication Management Plan and continued development of DBPR PALM Project Organizational Change Management Plan document which will include Workforce Readiness Plan, Training Management Plan, and new Role Mapping Strategy	06/28/24	All DBPR PALM Readiness Project team staff	To establish Planning documents that will provide guidance, direction, and consistency for the DBPR PALM Readiness Project	
People Processes Technology Data	Continued deep dive into Florida Palm project website to identify logical training material related to ADKAR methodology to identify logical training presentation materials both from the Florida Palm website and will reach out to CCN network to leverage training materials already developed	06/28/24	All DBPR PALM Readiness Project team staff	To prepare for training	
People Processes Technology Data	Update DBPR Current-State Business Process Smartsheet with progress updates	06/28/24	All DBPR PALM Readiness Project team staff	To keep Current-State Business Process details accurate and up-to-date	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name:

Confirm *

Submit

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DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Sally Huggins	sally.huggins@myfloridalicense.com	07/11/24
March - April 2024	Sally Huggins	sally.huggins@myfloridalicense.com	05/13/24
January - February 2024	Tyler Russell	tyler.russell@myfloridalicense.com	03/12/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DCF
- Readiness Workplan

DCF Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Chad Barrett

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 87.50%**
- Submitted Complete = 7
- Submitted Incomplete = 1
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 69.72%**
- Submitted On Time = 18
- Submitted Late = 14
- Pending Submission = 4

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	07/09/24	AR Distro Codes completed per Asheema on 7/9	Submission Complete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Systems have been reviewed via internal discussions concluded on 6/12/24		
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Interfaces have been discussed during internal discussions concluded on 6/12/24		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering		Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	Survey created and deployed to end users. Collection end date: May 31st. 89 responses were received from 174 end users...north of 51%, which we consider a significant sample size. Conducted analysis of the results and uploaded answers to the PALM questions and attached survey questions. RW 524 complete.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24	Cleanup confirmed by Asheema on 7/11, maintenance plans are now active.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24	Complete per Asheema and Darrell on 7/12 during CFO CCN update		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Documentation deltas were identified during internal process discussions concluded on 6/12/24		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Conversions are near completion as per CCN meeting on 6/17/24		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Interfaces have been discussed during internal discussions concluded on 6/12/24		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering		Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/01/24	submitted on 4/30	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	07/09/24	Drafting final documents as of 6/17/24		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/17/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering		Reviewing results of end user survey for applications to Workforce Readiness Plan		
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		Reviewing results of end user survey to apply towards UAT planning.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Preparing final draft for Sponsor review and sign off per Alex 7/9	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/12/24	Reviewing logs and drafting additional items per Alex 7/9		

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 193</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 27</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 6 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 4 Contracts Mgmt. = 5 Disbursements Mgmt. = 7 Grants Mgmt. = 6 Inter/IntraUnit Transactions = 7 Payroll Mgmt. = 1 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 3 <p>Role Mapping = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 46</p> <ul style="list-style-type: none"> Related Business Systems = 25 Related Reports = 65 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 13 Partial = 1 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 46</p> <ul style="list-style-type: none"> Related Business Process Groupings = 2 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 11 Low = 2 None = 11 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 2 Medium = 10 Low = 0 None = 10 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 8 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 1 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 2 Complete = 3 	<p>Current-State:</p> <p>Cataloged Business Systems = 61</p> <ul style="list-style-type: none"> Criticality: High = 29 Med = 2 Low = 5 None = 25 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 33 Not Started = 9 <p>Cataloged Interfaces = 165</p> <ul style="list-style-type: none"> Inbound Interfaces = 68 Outbound Interfaces = 97 <p>Implementation:</p> <p>Business Systems Planned for Integration = 21</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 15 Updating = 0 Evaluating = 15 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 2</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 0 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 127</p> <ul style="list-style-type: none"> Associated Unique Uses = 127 Continued Use - Yes = 0 Continued Use - No = 0 Associated Business Systems = 1 <p>Cataloged Reports = 106</p> <ul style="list-style-type: none"> Criticality: High = 134 Med = 5 Low = 6 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 2 Asset Management (AM) Planned Location Codes = 569 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 1146 Planned Local Funds = None Planned Organization ID's = 1 Planned OA1's = 1911 Planned OA2's = 151 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 3 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 0 In Progress = 2 Not Started = 0 Not Applicable 1

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DCF Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	6 (Medium/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Incomplete/Outdated Current State Documentation	Open	6 (Medium/High)	Mitigate. Adjust documentation where needed.	None. Continue to Monitor Risk.	06/21/24	Alexander Añé
People	Project Sponsor Turnover	Open	6 (High/Medium)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Manager/Agency Liaison Turnover	Open	6 (High/Medium)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
Processes Technology	Project Funding Delay for '24 - '25 Application Operations	Open	6 (High/Medium)	Avoid. Submit supporting documentation on time or within abbreviation periods to justify sums requested, i.e. spending plans and project management documentation.	None. Continue to Monitor Risk.	07/09/24	Alexander Añé
People	Department Leadership Turnover	Open	4 (Medium/Medium)	Accept. Monitor political developments as they unfold, and adapt as needed.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - Key Personnel	Open	3 (High/Low)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - General	Open	1 (Low/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

DCF Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team and are awaiting their response and a meeting to be set up with the PALM tech leads and design architect team. Several of our updates are dependent on the concerns being addressed.	Received PALM team response	05/22/24	DCF team
Technology Data	SpeedKey functionality and ability to maintain at the agency level	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF will work to get a better understanding of the speedkey functionality to maximize the use of speedkey to accurately capture encumbrance obligations, payments and minimize corrections to GL's.	PALM updated the functionality of speedkeys to allow changes or updates	06/13/24	Asheema Vemuri
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	TBD	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
People	Financial Leadership Distraction	Open	High - Impacts the ability of the agency to meet deadlines or milestones	As FL PALM progresses and more tasks with high impact are assigned, a sound delegation structure needs to be setup to ensure that the Sponsor is reserved only for top level leadership decisions and the Agency Liaison will conduct the regular leadership operations.		06/21/24	Project Team
People	Project Manager/Agency Liaison Turnover	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	DCF has assigned personnel to both positions.	All positions have been assigned	06/21/24	Project Team
People Processes Technology Data	Remediation Efforts Delayed Due to Funding Delay	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	DCF will work to fast-track the implementation effort of our contractor and internal staff to create the necessary infrastructure to support further readiness and remediation activities.	The Legislature released the requested funds for PALM Integration and Remediation submitted on 7/31/23 on December 12, 2023.	06/28/24	Matthew Christovich
Technology	Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late.	Open	Low - All impacts not listed as Critical or High	Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation.		03/14/25	Project Team

DCF Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	DCF will be able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide	This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive leadership will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide	None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology	Assumption that new Contracts application will suite DCF needs for PALM operations	Logged	06/05/24	DCF-Departmentwide	None.
People Processes Technology	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Logged	07/19/23	DCF-Departmentwide	None.

DCF Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
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Processes Technology	Grants Demo	05/24/24	DCF Grants Team and Project Management	Grants Team showcased and fielded questions for their Grants application.	
Processes Technology	Business Process discussion (PALM Project) - Agency Estimated revenue 20.1.4, CMIA 90.2.4	05/28/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
Processes Technology	Business Process Discussion- Disbursement Management	05/29/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
People	CCN Stand-Up	06/03/24	DCF CCN and select SMEs	Gather statuses and updates for tasks.	These series of meetings are designed to replace the established ones.
People Processes	Meeting DOH DCF	06/04/24	DCF CCN and DOH CCN	Collaborative meeting for DCF and DOH to understand how DOH does business and discover potential solutions.	Liaison teams will have ongoing discussions in the future.
Processes Technology	Business Process Discussion - Grants Management and Contracts Management	06/05/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
People	Task Workshop Open Office Hours	06/06/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
Technology	Review DCF Current- State Business Systems List	06/07/24	DCF SMEs, IT Liaison, and Project Management	Review ABS Inventory to confirm status and readiness activity.	
People	CCN Stand-Up	06/10/24	DCF CCN and select SMEs	Gather statuses and updates for tasks.	
Processes Technology	DCF Current-State Business Systems List - Solution and Prioritization Discussion	06/12/24	DCF SMEs, IT Liaison, and Project Management	Part II of the Current-State Business Systems List review, including a prioritization of systems cataloged.	
People	DOH/DCF Project Meeting	06/14/24	DCF Project Management and DOH Project Management	Trade and discuss ideas and methods for project execution	
People	CCN Stand-Up	06/17/24	DCF CCN and select SMEs	Gather statuses and updates for tasks.	
Processes Technology	Current Business Systems Remediation Workshop - Front End Process Design	06/18/24	DCF SMEs, IT Liaison, and Project Management	Brainstorming for new business process/application to use front end processing.	
People	RACI Chart Task Assignment	06/19/24	DCF Change and Project Management	Designing RACI structures to assist with task management and tracking	
People	Task Workshop Open Office Hours	06/20/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
People	CCN Stand-Up	06/24/24	DCF CCN and select SMEs	Gather statuses and updates for tasks.	
People Processes	CFO Team Weekly PALM Implementation Meeting	06/26/24	DCF Financial Teams, Technical members included as needed	Forum for Financial members to discuss what they've learned, concerns, and questions relating to PALM.	
People	Weekly Sponsor Update	06/28/24	DCF CCN members	Weekly conversation with Project Sponsor to discuss latest activities and challenges.	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Chad Barrett	chad.barrett@myffamilies.com	07/12/24
March - April 2024	Chad Barrett	chad.barrett@myffamilies.com	04/30/24
January - February 2024	Chad Barrett	chad.barrett@myffamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myffamilies.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DEM
- Readiness Workplan

DEM Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Luke Strickland

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 92.31%**
- Submitted Complete = 12
 - Submitted Incomplete = 1
 - Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.67%**
- Submitted On Time = 29
 - Submitted Late = 7
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	07/09/24	Correction made to ABS documentation column	Submission Incomplete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/10/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 40

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 20

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 6

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 35

- Related Business Systems = 3
- Related Reports = 21
- Documentation Status:
 - Complete = 31 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 35

- Related Business Process Groupings = 6
- Planned Spreadsheet Uploads = 1

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 7

- Criticality:
 - High = 6 Med = 0 Low = 0 None = 1
- Documentation Status:
 - Complete = 2 Partial = 2 Not Started = 1

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 71

- Associated Unique Uses = 71
- Continued Use - Yes = 48
- Continued Use - No = 0
- Associated Business Systems = 22

Cataloged Reports = 41

- Criticality:
 - High = 24 Med = 9 Low = 7 None = 1

Implementation:

- Disbursements Mgmt. = 7
- Grants Mgmt. = 8
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 3
- System Access and Controls = 3

Role Mapping = TBD

Training = TBD

• Level of Impact: People Changes

- High = 0 Medium = 0 Low = 27 None = 8
Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 14 Low = 8 None = 13
Uncertain = 0

• Level of Impact: Technology Changes

- High = 1 Medium = 2 Low = 12 None = 20
Uncertain = 0

• Level of Impact: Data Changes

- High = 0 Medium = 0 Low = 0 None = 35
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 35

Business Systems Planned for Integration = 2

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 2

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 2

Planned Interfaces = 10

- Inbound Interfaces = 0

- Outbound Interfaces = 9

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 10

• Asset Management (AM)

- Planned Location Codes = 38

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 149

- Planned Local Funds = None

- Planned Organization ID's = 28

- Planned OA1's = 14

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 6

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DEM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator

DEM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DEM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM	No change.

DEM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Florida PALM to FLAIR Chart of Accounts training with Bureau of Financial Management	06/27/24	FDEM	To educate Bureau of Financial Management team who are directly impacted on future PALM integration	6/28/24

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Luke Strickland	luke.strickland@em.myflorida.com	07/11/24
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DEP
- Readiness Workplan

DEP Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Darinda McLaughlin

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 25
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 15
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 99.72%**
- Submitted On Time = 35
- Submitted Late = 1
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/10/24	PALM has extended the date of this task to 4/12 from 3/24 - Ref Email dated 2/12/2024. PALM has extended the date to 5/10/2024 ref email dated 3/15/2024, with supplemental information	Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/27/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/25/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/10/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/10/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	50% - In Progress				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 149

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 25

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 7
- Contracts Mgmt. = 4

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 250

- Related Business Systems = 13
- Related Reports = 44
- **Documentation Status:**
- Complete = 250 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 250

- Related Business Process Groupings = 11
- Planned Spreadsheet Uploads = 3

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 44

- **Criticality:**
- High = 21 Med = 9 Low = 5 None = 9
- **Documentation Status:**
- Complete = 44 Partial = 0 Not Started = 0

Cataloged Interfaces = 67

- Inbound Interfaces = 57
- Outbound Interfaces = 10

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 261

- **Associated Unique Uses = 264**
- Continued Use - Yes = 221
- Continued Use - No = 41
- **Associated Business Systems = 35**
- Cataloged Reports = 391**
- **Criticality:**
- High = 47 Med = 3 Low = 15 None = 31

Implementation:

- Disbursements Mgmt. = 6
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 4
- Projects Mgmt. = 2
- Revenue Accounting = 4
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

- **Level of Impact: People Changes**
 - High = 0 Medium = 7 Low = 90 None = 15 Uncertain = 0
- **Level of Impact: Processes Changes**
 - High = 0 Medium = 80 Low = 19 None = 13 Uncertain = 0
- **Level of Impact: Technology Changes**
 - High = 0 Medium = 11 Low = 53 None = 48 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 0 Medium = 74 Low = 30 None = 8 Uncertain = 0
- **Segments I & II Documentation Update Status**
 - Not Started = 0 In Progress = 0 Complete = 87

Business Systems Planned for Integration = 30

- **Segment I - Documentation Updates:**
 - Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 25
 - **Segment II - Documentation Updates:**
 - Complete = 8 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 20
- Planned Interfaces = 19**
- Inbound Interfaces = 1
 - Outbound Interfaces = 15

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 118
 - **Asset Management (AM)**
 - Planned Location Codes = 343
 - Planned Associated Area ID's = None
 - **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
 - **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 1920
 - Planned Local Funds = None
 - Planned Organization ID's = 133
 - Planned OA1's = 340
 - Planned OA2's = None
- Conversions & Data Readiness**
- **Conversions Needed = 5**
 - **Agency Data Outside of Primary Source System(s) = 0**
 - **Data Readiness/Cleansing Status:**
 - Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DEP Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	<p>Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized.</p> <p>If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training.</p>	Open	9 (High/High)	FDEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments. - Design Specifications should be completed for all process areas by Segment IV. DEP is monitoring this risk.	07/12/24	Brady Schmidt & Steve Waters
People Processes	<p>Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing).</p> <p>There is a risk to the agency that the testers will not have a complete understanding of all the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing without full knowledge.</p> <p>This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.</p>	Open	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meeting in April 2024.	04/02/24	Bento Eyles and Steve Waters
People Processes Technology	Risk to loss of knowledge due to staff turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing.	11/13/23	Lydia Griffin & Steve Waters
People Processes Technology Data	<p>The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality are now scheduled for early October through the Design Recap sessions.</p> <p>Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for October through the Design Recap sessions or as and when PALM indicates that designs have been locked down.</p> <p>The agency has to understand these final designs and then finalize agency business</p>	Open	6 (High/Medium)	<p>PALM has added a 3 day Segment Recap Workshop in October.</p> <p>DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Recap sessions from PALM.</p>	<p>The FDEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. Further confirmation from PALM as to what details will be provided at the October Recap sessions is awaited. Risk monitoring will continue.</p> <p>The FDEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as</p>	02/27/24	Bento Eyles and Steve Waters

	<p>systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected.</p> <p>There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.</p>				they are confirmed and published by PALM to the agencies.		
Processes Technology Data	<p>DEP needs details regarding PALM's Data refresh strategy in advance of UAT to allow DEP to test Agency Business systems (ABS) in advance of the UAT test Cycle and prepare accordingly for UAT.</p> <p>If PALM does not clarify their data refresh plans, DEP assumes the following risks:</p> <ul style="list-style-type: none"> - inaccurate test results due to outdated data data, - not having data that accurately simulates real-world scenarios, - inability to test time-sensitive features, - inefficient use of team members' time leading to waste (time spent waiting on refresh or creating new tests at the last minute), - ineffective scheduling of test activities, - inefficient or ineffective data integrity and flow between DEP systems and PALM (is the correct data transferred and updated at the right time, and are any necessary translations occurring as designed, and is there data loss or corruption), and - inability to effectively assess the scalability of the solution. 	Open	6 (High/Medium)	DEP will monitor this risk and continue to seek details of what will be received from PALM and by when.	The risk was brought forward for discussion at the PALM Touchpoint meeting on 3/13/2024 and PALM has responded that they will be working on this in a future data strategy update relating to test data refreshes.	03/13/24	Steve Waters and Dan Zimmerman
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes and accurate sample data is necessary to ensure reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

DEP Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.	12/30/24	Bento Eyles and Steve Waters

DEP Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.	
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.	
People Processes Technology Data	DEP must receive the following to successfully complete system remediation: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) Data mapping with PALM design specifications and process requirements.	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM, and in advance of the Design Recap workshop sessions proposed in October 2024. - DEP still awaiting additional information from the project.	

DEP Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	PALM Business Process Reviews with Finance and Accounting stakeholders	05/01/24	DEP PALM Core Team, DEP DAS CCNs	Reviews of changes to business processes due to PALM for specific processes.	Completed.
People Processes	Creation of DEP PALM Awareness Posters for key DEP locations	05/15/24	DEP Leadership, DEP Core Team, DEP CCN Leads, DEP Change Management Liaison, End Users	OCM related activities related to the PALM project to bring awareness to everyone in the agency.	Initial review and content creation is completed. Design approval obtained. Will be delivered to locations in April-May. Completed..
People Processes Technology Data	Change Champion Network (CCN) Townhall meeting	05/21/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	The second CCN Network meeting was held with DIV CCN representatives and DEP updates were shared with the meeting participants. Specific information about PALM in the form of materials was provided to each meeting attendee and follow-up actions were noted for future meetings.	Completed.
People Processes Technology Data	DEP PALM Testing Strategy	05/31/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	This is the Testing Strategy that DEP will adopt for the testing of ABS changes as well as PALM UAT. Defines the various testing types, testing methodology and other technology impacts to testing.	Initial draft has been created. Input is being sought from other areas of the agency to ensure there is buy-in for the process and that the testing strategy is distributed to key stakeholder groups. Under Final Review.
People Processes Technology Data	DEP Palm Test Plan template	05/31/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	The Test Plan template is being developed to allow documentation of test cases, test scripts and a log of actual testing activities that DEP staff will use when running through the various testing types.	Initial draft has been created. Input is being sought from other areas of the agency to ensure there is buy-in for the process and template from other stakeholder groups. Under Final Review.
People Processes Technology Data	Agency Business System Internal Review Meetings	06/01/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Review PALM impacts and enhancement needs to agency business systems with system administrators and managers.	Completed internal reviews of FIN-GMS, FIN-PRA, and FIN-CRA Reconciler. Will continue reviews on CRA, FIN-Tax, and other agency business systems.
People Processes Technology Data	PALM RW-524 - PALM End-User Survey and Gap Analysis Communications	06/14/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, End Users	An End-User Survey was developed and sent to end-users as well as department stakeholders as provided in the Task instructions for this task. On completion of the survey, the results were tabulated and shared at the CCN meeting as well as analysis completed for submission to PALM. A communication plan will be developed to address the gap in knowledge about PALM with our end users.	A communication plan has been revisited for final review and implementation.
People Processes Technology Data	Joint Requirements Gathering sessions (JRGs) for prioritized Agency Business System (ABS) applications, CRA, FIN-TAX, FIN-GMS, FIN-PRA, FIN-CRA Reconciler	06/28/24	DEP PALM Core Team, DEP DAS CCNs, OTIS	Requirements gathering sessions for updates to ABS systems needing change due to PALM requirements	Finalizing decisions on system functionality, screens, edits, and other updates for business systems. Resolving questions with PALM and internally with changes to be finalized based on segment IV impacts.
People Processes Technology Data	Admin Services PALM Q&A updates	06/28/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	Updates to Q&A database of questions from various sources, including PALM and answers to those questions. Will be utilized for a future FAQ to be created for stakeholders.	Ongoing updates.
People Processes Technology Data	FAQ Design and initial draft of questions	06/28/24	DEP Core Team	Creation of a FAQ template and initial set of questions to be posed on the F&A SharePoint webpage	Complete.
People Processes Technology Data	Process Change Analysis Job Aid and Change Analysis Template	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	A Job Aid to standardize and allow thorough analysis of changes to business processes and systems affected by PALM was drafted and reviewed. A companion Change Analysis template to record the changes that would be required to People, Process, Data, Technology and Reports was also drafted and reviewed. These will be rolled out to the F&A and DIV Managers/CCNs to help them analyze and document changes resulting from PALM and using the documentation to update systems and reports.	Draft Completed. Initial Review completed.
People Processes Technology Data	Create and Provide PALM Subject/Process Specific CCN Presentations to agency CCN	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	Develop a plan and schedule to present specific processes based on PALM functionality and agency business systems.	Completed initial schedule of processes/topics and began building presentations.
People Processes Technology Data	Complete Reports Analysis Based on Updated ABS and PALM Information.	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Provide an updated mapping of existing FLAIR and agency specific reports to PALM reports. Identify critical report needs based on historical usage and changes in business system remediation plans for priority remediation planning.	Completed report usage analysis. Reviewing ABS reporting needs and priorities based on anticipated ABS updates. Ongoing task of updating our mapping of existing reports to new or changing PALM delivered reports.
People Processes Technology Data	Creation of a process PPT template for use as initial process training material for agency staff, incorporating information about the process and its change impacts to people, data and agency business systems.	06/30/24	DEP PALM Core Team	This is to provide process-specific information nuggets to agency staff in an easily digestible format that can speed-up learning in a relatively short time.	Initial review completed within the DEP Core team. Completed.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/12/24
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DFS
- Readiness Workplan

DFS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Scott Fennell

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 6
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.38%**
- Submitted Complete = 15
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 91.86%**
- Submitted On Time = 30
- Submitted Late = 3
- Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	50% - In Progress		Design details needed from PALM Design Segments II, III, and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	05/17/24
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		Design details needed from PALM Design Segments III and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

Implementation:

Planned Florida PALM End Users = 370

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 49

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 16
- Accounts Receivable = 13
- Asset Accounting and Mgmt. = 4
- Banking = 7
- Budget Mgmt. and Cash Control = 29
- Contracts Mgmt. = 12
- Disbursements Mgmt. = 35
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 9
- Payroll Mgmt. = 5
- Projects Mgmt. = 2
- Revenue Accounting = 10
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 441

- Related Business Systems = 12
- Related Reports = 43
- **Documentation Status:**
- Complete = 441 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 441

- Related Business Process Groupings = 12
- Planned Spreadsheet Uploads = 1
- **Level of Impact: People Changes**
- High = 14 Medium = 48 Low = 125 None = 76 Uncertain = 14
- **Level of Impact: Processes Changes**
- High = 15 Medium = 67 Low = 115 None = 51 Uncertain = 29
- **Level of Impact: Technology Changes**
- High = 18 Medium = 45 Low = 68 None = 102 Uncertain = 44
- **Level of Impact: Data Changes**
- High = 55 Medium = 94 Low = 54 None = 58 Uncertain = 16
- **Segments I & II Documentation Update Status**
- Not Started = 2 In Progress = 3 Complete = 212

Current-State:

Cataloged Business Systems = 68

- **Criticality:**
- High = 16 Med = 5 Low = 0 None = 47
- **Documentation Status:**
- Complete = 31 Partial = 0 Not Started = 0

Cataloged Interfaces = 121

- Inbound Interfaces = 100
- Outbound Interfaces = 21

Implementation:

Business Systems Planned for Integration = 20

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 11 Evaluating = 0 Not Started = 0 Not Needed = 7
- **Segment II - Documentation Updates:**
- Complete = 0 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 15

Planned Interfaces = 18

- Inbound Interfaces = 5
- Outbound Interfaces = 13

Current-State:

Unique FLAIR Data Elements = 419

- **Associated Unique Uses = 1301**
- Continued Use - Yes = 1064
- Continued Use - No = 47
- **Associated Business Systems = 19**
- **Criticality:**
- High = 252 Med = 76 Low = 38 None = 45

Implementation:

Segments I & II Planned Configurations = 7/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 20
- **Asset Management (AM)**
- Planned Location Codes = 47
- Planned Associated Area ID's = 241
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 1086
- Planned Local Funds = None
- Planned Organization ID's = 276
- Planned OA1's = 45
- Planned OA2's = None

Conversions & Data Readiness

- **Conversions Needed = 5**
- **Agency Data Outside of Primary Source System(s) = 0**
- **Data Readiness/Cleansing Status:**
- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DFS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	<ul style="list-style-type: none"> • Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity. 	Monitoring	02/19/24	Alexandra Weimorts
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	<ul style="list-style-type: none"> • Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy. • A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY. 	Still monitoring	10/11/23	Renne Hermeling
People	ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout. <ul style="list-style-type: none"> • Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation. 	Open	9 (High/High)	<ul style="list-style-type: none"> • Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plan for reduction of current operational 	Still monitoring	10/11/23	Renne Hermeling

	<ul style="list-style-type: none"> As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes. 			<ul style="list-style-type: none"> Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples. 			
Technology	Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.	Open	6 (Medium/High)	<ul style="list-style-type: none"> Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released. 	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury. 	Still monitoring	01/25/24	Sarah Pons
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Still monitoring	12/13/23	Sarah Pons
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM. 	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE A&A: The Statewide Cost Allocation Plan (SWCAP) process changes: <ul style="list-style-type: none"> Business Process Changes will impact actual agency costs that are currently reported in SWCAP Process to identify and report the costs reported within the plan will change. Significant changes to the SWCAP or incorrect reporting of SWCAP costs could result in inaccurate management decisions. Inadequate reporting could result in loss of Federal funding if costs are deemed ineligible. 	Open	6 (High/Medium)	<ul style="list-style-type: none"> Work with agencies to reasonably identify processes that will be impacted and estimate changes to costs that will be allocated. Identify reporting that will be needed and work with Florida PALM project to ensure needed reports are available and tested. 	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort. <ul style="list-style-type: none"> Cutover planning FLAIR retirement planning Stabilization period planning Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll Financial Reporting mappings and data rollout 	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered. 	Still monitoring	10/11/23	Renne Hermeling
People Processes Technology Data	ENTERPRISE TREASURY/Deferred Compensation: <p>Background: As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch- up contributions, participants may contribute to both deferral types in any proportion they choose.</p> <p>Current Challenge: As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed \$145,000.</p> <p>The federal government has been slow to clarify a few key points, especially applicable for multi- employer plans like ours. The Bureau of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible.</p> <p>Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM.</p> <p>BOSP, OIT and PALM resources will be needed</p>	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs. BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available. BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes. Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline. 	New Risk Assessment	07/09/24	Sarah Pons (BOSP/OIT/PALM/DC)

	to implement whatever changes are necessary.						
	<p>Risk Highlight:</p> <p>The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate.</p> <p>Implication:</p> <p>If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan.</p>						
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> Communicate the Florida PALM timelines with third-party vendors. Provide information and advisory support to the functional area(s) related to remediation activities and timelines. Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes. 	Monitoring	02/27/24	Stacey Pollock
Processes	ENTERPRISE TREASURY: Relating to CMAA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMAA reporting.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Still monitoring	12/13/23	Sarah Pons
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration. 	Still monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: <ul style="list-style-type: none"> All bureaus within the division will have significant process changes. Insufficient preparation or reluctance to adopt and adapt to changes could result in delays, operational deficiencies, and critical operations, tools, technologies, and resources not being available. Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output. Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> Prepare staff through regular change management engagements. Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. Monitor staffs' engagement. Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. Review organizational charts and identify succession planning or knowledge transfers for known gaps. A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes. 	Still monitoring	10/11/23	Renne Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: <ul style="list-style-type: none"> Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. Project – There may be changes in Project directions or decisions that negatively affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. Participate with all FFMS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. Assist agencies with readiness tasks such as data analysis and cleansing. Develop contingency plans for agencies that are not prepared for Florida PALM implementation. Monitor activities, changes in rules and regulations, and agencies competencies. Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues. 	Still monitoring	10/11/23	Renne Hermeling

DFS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	The Florida PALM Project will be able to provide timely and	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

	complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.				
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

DFS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	Conduct weekly Treasury PALM update	05/01/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ PSDA review of CCN OCM meeting on 4/30. Planning for Segment III tasks & SME engagements	05/01/24	POCs	Plan resources and approached to complete RW tasks.	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep - Budget	05/03/24	OFB Staff	Discussed current budget process and introduced some future budget concepts.	Entered as new Readiness Activity
People Processes	OFB Florida PALM Prep Meeting - Introduction to Budget	05/03/24	OFB Staff	This is the third in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - "PALM and Budget"	Entered as new Readiness Activity
People	DWC/ PSDA POC shared observations from Q3 PALM assignments with Bureau Chiefs & OTD	05/06/24	DWC Senior Management	Keep division leadership abreast of happenings	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	05/08/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes Data	OFB Disbursements Staff Meeting	05/08/24	OFB Disbursements Staff	Shared knowledge center COA values. Reviewed/discussed information shared during OFB Florida PALM Prep meetings.	Entered as new Readiness Activity
People	Sponsor Snapshot - May	05/09/24	Division Directors, POCs/SMEs	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey. Directors sent 5/9, POCs on 5/22/24	Entered as new Readiness Activity
People	DWC/ PSDA working meeting - update DWC Readiness Activity Journal and CCN SharePoint site	05/09/24	DWC POCs	Update the CCN "Division Specific Readiness Activities" SharePoint site	Entered as new Readiness Activity
People	End User Road Show - Accounting and Auditing, session 1	05/13/24	Accounting and Auditing staff end users	Bring together DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
Data	A&A Master Balance File Cleanup	05/15/24	All Agencies	A&A has been working with OIT to develop an IW (WebFocus) tool to help agencies identify and clean up data. This effort overlaps with A&As original efforts to work with OIT to create a more frequent purge process to remove incorrect data to help agencies have cleaner records to convert into Florida PALM.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	05/15/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ BFA - division update meeting prep and agenda creation	05/15/24	POCs	Prepare for a informative PALM update for identified DWC staff members. Create an agenda for this planned update.	Entered as new Readiness Activity
People	DWC/ BFA provided a PALM update to SMEs	05/15/24	SMEs	Provide a PALM project update to identified DWC staff members.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 2	05/15/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: DIFs, PAF, SFM	05/16/24	DIFs, PAF, SFM end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Risk Management, session 1	05/16/24	Risk Management staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity

People	End User Road Show: Office of Finance and Budget, Disbursements, Revenue& Receipts	05/17/24	Disbursement and Revenue & Receipts end-users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
Technology	DWC/ BFA FLAIR Vendor File discussion	05/20/24	SMEs	Discuss the FLAIR vendor file. (Analysis for PT01 and WaPR)	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 3	05/20/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Office of Finance and Budget, Budget and RRU	05/20/24	Office of Finance and Budget staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	DWC/ PSDA - End User Roadshow preparation	05/21/24	DWC and CCN	Preparation for the PALM End User Roadshow.	Entered as new Readiness Activity
People	End User Road Show: Division of Workers Compensation	05/21/24	Division of Workers Comp fiscal and ABS staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	DWC/ PSDA team meeting - debrief of roadshow meetings, FLAIR vendor file discussion, Task 527 prep	05/22/24	POCs	Meet for a debrief of roadshow meetings, FLAIR vendor file discussion, and Task 527 preparations.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 4	05/22/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Risk Management, session 2	05/23/24	Division of Risk Management fiscal and ABS staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 5	05/24/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Treasury	05/24/24	Treasury staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your	Entered as new Readiness Activity

				business processes might be changing, or simply might need to be done in a different way.	
People Processes	Conduct weekly Treasury PALM update	05/29/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	End User Road Show: OIR, OFR, OGC	05/30/24	OIR, OFR, OGC Fiscal staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road: Consumer Advocate, Funeral Cemetery, Consumer Services, Agent and Agency	05/30/24	Consumer Advocate, Funeral Cemetery, Consumer Services, Agent and Agency fiscal staff end users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Unclaimed Property	05/31/24	DUP fiscal and ABS staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Rehab & Liquidation, HR, Administration, OIT	05/31/24	R&L, GR, ADM, & OIT Fiscal payroll staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	Sponsor Snapshot - June	06/04/24	Division Directors, POC/SMEs	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	Create and distribute Road Show Presentation to End Users	06/04/24	Division End Users	Provide tangible content that end users can reference and learn about the Florida PALM Project, CCN and next steps.	Entered as new Readiness Activity
People Processes Technology Data	A&A Bureau Planning	06/05/24	Bureau Staff	A&A's Project Management Team and our Transition Team have begun collaborating with the bureaus within our division to start develop specific implementation plans for each bureau and or section within each bureau. These plans cover all aspects of transformation, including highlighting change impacts, knowledge gaps, operational changes to support the Project as we get closer to testing and go live.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/05/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
Processes Technology Data	DRM & DFS OIT ABS Remediation Design Meeting	06/05/24	DRM SMEs, DFS OIT, ABS	Meeting topics include Origami FL PALM integration update, revisions to FL PALM interfaces, functional design document, and A&A vendor portal.	Entered as new Readiness Activity
Data	A&A Revenue Account Updates	06/11/24	All Agencies	As a result to agency feedback, A&A updated our published list of Revenue Accounts that will be used in Florida PALM. These updates included a standardized naming convention to help agencies locate the correct account when inputting journals, and we also added a cross-walk mapping current day Revenue Classifications to our Proposed Revenue Account List.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/12/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ PSDA Working Meeting	06/12/24	DWC SMEs	Watched PALMcast #16 and drafted informational PALM @ DWC SharePoint site	Entered as new Readiness Activity
Processes Technology Data	DRM Origami FL PALM Integration Meetings	06/13/24	ABS staff, DRM SMEs, and DRM Contract Management	05/31 and 06/13 meetings to review Origami's Statement of Work (SOW) draft	Entered as new Readiness Activity
People Processes Technology Data	A&A Policy Planning	06/14/24	All Agencies	A&A (PMT and Transition Team and input from the Project) are working on identifying and creating policy around Florida PALM and future changes in how we carry out our businesses. Within this project, we have identified policy items that have come about through design conversations and agency discussions. We are currently prioritizing these items to by: What is needed prior to UAT to help agencies operate within future policies while testing, What is needed prior to go-live, and how we can continuously monitor and improve policy items post go-live.	Entered as new Readiness Activity
People Processes Technology Data	DWC/ PSDA Working Meeting	06/14/24	DWC SMEs	added new to the internal DWC Business Process database and continued drafting PALM @ DWC SP site	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep Meeting - Org/EO/Account Code - What are we keeping?	06/14/24	OFB end user staff	This is the fourth in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - "Org/EO/Account Code - What are we	Entered as new Readiness Activity

				keeping?"	
People	CCN Created Awareness Flyer "5 Florida PALM Updates - June"	06/18/24	Division POC, SME and end users	CCN providing 5 nuggets on Florida PALM" to end users that is provided in small bite size content to inform and engage end users.	Entered as new Readiness Activity
People	CCN Created Risk and Issues Team	06/19/24	DFS	CCN worked with five major divisions and offices to seek representatives that can coordinate with stakeholders of agency division/offices to identify, mitigate, and monitor agency risks associated with Florida PALM. DRM= Brittany Pittman OFB = Cathy Sauls A&A = Don Hurst TRS = Mireia Vidal OIT = Nancy Anderson	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/19/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
Technology Data	DRM Contacts Conversion to FLAIR VS	06/19/24	DRM SMEs, TFMS	05/03, 05/08, 05/29 meetings to discuss findings from Origami contacts conversion review. 06/19 Meeting to discuss contact issues with contracted Medical Bill Review service provider Cleanup identified during Origami contacts conversion review meetings.	Entered as new Readiness Activity
People Processes	CCN Communication on Asset Reclassification	06/20/24	OFB, A&A, ADM Stakeholders	Provide information to impacted SMEs on the design direction of the Governmental Fund Asset Reclassification.	Entered as new Readiness Activity
People	Share Florida PALM Sponsor Scoop	06/21/24	DFS, OIR, OFR POCs SMEs	Provide newsworthy notes on Florida PALM.	Entered as new Readiness Activity
People	Share Florida PALM Sponsor Scoop	06/21/24	DFS, OIR, OFR Leadership	Provide newsworthy notes on Florida PALM.	Entered as new Readiness Activity
People Processes Technology Data	Conduct standing weekly CCN meetings	06/24/24	CCN & Agency Sponsor	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. Meetings held on 5/6, 5/20, 6/3, 6/10, 6/17, 6/24,	Entered as new Readiness Activity
People	CCN Updated Change Champion Network Flyer	06/24/24	Division SME/POCs	Updated and shared DFS CCN Flyer so that POCs, SMEs and end users can put name and face together.	Entered as new Readiness Activity
People	CCN Prepared Presentation of Road Show Analysis Awareness and Desire scores for A&A	06/24/24	A&A Division Director, Transition Team and PMT members	Educate stakeholders on the survey results, how can use to engage and discussed division responses that may need to be addressed. <ul style="list-style-type: none"> • Presentation was shared with these groups to emphasize the following. <ul style="list-style-type: none"> o Law of Diffusion o Survey Approach o Survey Methodology o Heat Map and how to use o Division and group survey results o Next steps to ensure that we maintain higher scores throughout the life of project • To facilitate the directors, assistant directors, and respective division staff, the sessions were purposely held in person, in their office buildings. • Agency Liaison led the conversation, Training Liaison, Training Liaison Back up, and Project Management Liaison supported. • Division directors, assistant directors, and respective division staff acknowledged CCN's hard work and appeared committed to continue the efforts to ensure that we sustain higher levels of awareness and desire. 	Entered as new Readiness Activity
People	A&A Activity Board "DFS Cruising to Florida PALM"	06/24/24	A&A Division end users	Visual activity board, were end users can find fun facts about Florida PALM and CCN	Entered as new Readiness Activity
People	CCN Created "Cruising with Florida PALM" Flyer	06/25/24	Division POC, SMEs and end users	Developed and shared flyer to provide end users with a quick summary of what is Florida PALM and what's changing.	Entered as new Readiness Activity
People	CCN Created "WIFM" Flyer	06/25/24	Divisions POC, SMEs and end users	Developed and shared flyer to provide end users with a quick summary of what's in it for me benefits of Florida PALM	Entered as new Readiness Activity
People	Conduct Monthly Point of Contact meeting with Division/Offices	06/25/24	Division SME/POCs	Communicate Florida PALM activities, Presented Road Show Summary Results, Participated in some engagement activities.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/26/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes Technology Data	DRM Project Tracking Meeting	06/27/24	DRM SMEs	Meeting to update the FL PALM project tracking log	Entered as new Readiness Activity
Processes Technology Data	DRM Supplier Meetings	06/27/24	DRM SMEs, ABS, DRM Management, FL PALM, CCN	05/01 DFS divisions met with FL PALM to address outstanding questions regarding FL PALM supplier functionality including: supplier location, address tab, and API002 supplier information. 05/06, 05/08, 06/20, 06/21, 06/24, 06/26, 06/27, and 06/28 DRM SMEs & DRM Management met to discuss and document outstanding supplier risks.	Entered as new Readiness Activity
People	CCN Developed and pre launched "Stakeholder Florida PALM SharePoint site "	06/28/24	DFS, OFR, OIR	The site can be a helpful resource for understanding Florida PALM and you, CCN communications, Games, Calendar of Activities, and direct users to the Florida PALM website for additional resources!	Entered as new Readiness Activity
People Processes Technology Data	DRM Management Update Meetings	06/28/24	DRM Management	05/07 meeting topics included FL PALM tasks, ABS remediation design meeting with OIT, supplier meetings, FL PALM asset management, April POC meeting/OCM training, Origami FL PALM integration, Origami contacts conversion review, TFMS training, and new Data Warehouse. 06/28 meeting topics included FL PALM tasks, CCN end-user road shows survey results, CCN Organization Change Management Liaison vacancy, Risks and Issues Team, Origami contacts conversion, request for changes to Origami building numbers, Origami Statement of Work (SOW), OIT follow-up meeting.	Entered as new Readiness Activity

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Scott Fennell	scott.fennell@myfloridacfo.com	07/10/24
March - April 2024	Scott Fennell	scott.fennell@myfloridacfo.com	05/13/24
January - February 2024	Scott Fennell	scott.fennell@myfloridacfo.com	03/05/24

Agency sponsor name:

Confirm *

Submit

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Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DJJ
- Readiness Workplan

DJJ Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Heather DiGiacomo

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 97.27%**
- Submitted Complete = 10
 - Submitted Incomplete = 0
 - Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 86.39%**
- Submitted On Time = 23
 - Submitted Late = 10
 - Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/30/24	DJJ has identified discrepancies in the FLAIR ORG Code and FLAIR ORG Titles provided in the Smartsheet. This impacts the completion of the Organization Configuration Workbook. Due to Data dependencies, this also impacts the Accounts Receivable Module Configurations. Location Definition and Area ID Value are planned to be completed by the Business Unit the week of May 20th. DJJ's goal is to have the Location Definition and Area ID information input into Smartsheet the week of the 20th. DJJ's goal is to have this task completed no later than May 31st. Org Config Workbook input is complete, data entry is being verified before marking completed officially. Location Definition Workbook input completed; data entry being verified. Area ID Values remain outstanding as of 5/29/2024.	Submission Complete	
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		Data Cleansing Plan draft complete, analysis and cleansing of Open Encumbrances complete, analysis and cleansing of Assets inventory in progress, Grants analysis and cleansing in progress. Anticipate completing data cleansing by August 2nd.		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		Impact spreadsheet has been completed, but business processes require updates. Business Analyst sat with Business Units assisting with updating and/or correcting the business processes. Gaps have been identified. A Business Process Template has been developed and implemented.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		One ABS is directly impacted by Segment I. There are 10 ABS indirectly impacted by Segment I updates. Additional time is necessary for remediation. The agency experienced system issues for a length of time that affected the ability to remediate within the provided timeframe.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		The Data Cleansing Plan has been updated for Open Accounts Receivable, a section for Suppliers is N/A, the section for Contracts is still in draft. No data cleansing needed for Suppliers, Open Accounts Receivable has 6 records for cleansing, Contracts is still under review. Additional time required to complete this task.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Business Process Documentation updates are underway. Additional time required to complete this task.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Agency Business System documentation updates are underway. Additional time required to complete this task.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			

Category	Area	ID	Description	Start Date	End Date	Progress	Due Date	Notes	Status
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24	One ABS has been identified for having a direct impact by Segment III interfaces.	Submission Complete
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/03/24	There are no Agency Business Systems that require remediation based on updates from Segment II.	Submission Complete
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		Submission Complete
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24	Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.	
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		UAT meeting planned with stakeholders/CCN.	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering		Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 99</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 26</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 3 Asset Accounting and Mgmt. = 2 Banking = 2 Budget Mgmt. and Cash Control = 3 Contracts Mgmt. = 2 Disbursements Mgmt. = 6 Grants Mgmt. = 3 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 5 Projects Mgmt. = 4 Revenue Accounting = 2 System Access and Controls = 8 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 99</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 15 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 96 Partial = 3 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 99</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 0 <ul style="list-style-type: none"> Level of Impact: People Changes High = 19 Medium = 0 Low = 5 None = 55 Uncertain = 1 Level of Impact: Processes Changes High = 35 Medium = 10 Low = 25 None = 9 Uncertain = 1 Level of Impact: Technology Changes High = 16 Medium = 3 Low = 4 None = 9 Uncertain = 48 Level of Impact: Data Changes High = 15 Medium = 3 Low = 9 None = 3 Uncertain = 49 Segments I & II Documentation Update Status Not Started = 0 In Progress = 50 Complete = 3 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 29</p> <ul style="list-style-type: none"> Criticality: High = 28 Med = 1 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 28 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 16</p> <ul style="list-style-type: none"> Inbound Interfaces = 12 Outbound Interfaces = 4 <p>Implementation:</p> <p>Business Systems Planned for Integration = 20</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 8 Not Needed = 9 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 17 <p>Planned Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 3 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 76</p> <ul style="list-style-type: none"> Associated Unique Uses = 76 Continued Use - Yes = 75 Continued Use - No = 1 Associated Business Systems = 4 Cataloged Reports = 89 Criticality: High = 71 Med = 19 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 808 Planned Associated Area ID's = 171 Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 473 Planned Local Funds = None Planned Organization ID's = 1303 Planned OA1's = 4 Planned OA2's = None <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 6 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 2 In Progress = 3 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DJJ Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	CCN role vacancies. Require a primary for Training Liaison, and backups for Project Management and Business Liaisons.	Closed	9 (High/High)	Positions and funds have been approved effective 10/1, to recruit and hire skilled personnel dedicated to the FL PALM project.	Additional staff have been identified to fill the vacant rolls.	06/14/24	Jay Nayana
People Processes Technology Data	Assigned tasks not accurately completed.	Open	9 (High/High)	Owner to review with BA and get guidance for completion	BA has been working with Business Units continuously to address the gaps in previously submitted tasks.	03/28/24	Morgan Helton

People Processes Technology Data	Tasks completion not meeting deadline	Open	9 (High/High)	BA and ARC to work more closely with SMEs and chiefs to ensure assigned tasks are on track for completion. Seeking dedicated SMEs for PALM.	Tasks 514 and 515 were not submitted by the due date, April 12th, and are still pending completion. Task 519 will not be completed by the due date, June 28th.	03/28/24	Morgan Helton
Processes Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% are completed.	Open	9 (High/High)	BA working with chiefs & SMEs on the tasks to ensure deadline is met	BA and Business Units continue to make progress on outstanding tasks.	04/17/24	BU SMEs, BU Chiefs, BA
People Processes	End of Year and Dual Year time constraints in addition to increasing PALM tasks and PALM task remediation.	Open	9 (High/High)	Exploring response options.		04/30/24	F&A and Budget Chiefs
Technology	Individual SMEs having email and other Microsoft Office application issues, unable to authenticate.	Open	9 (High/High)	IT is working with SMEs to resolve.		06/03/24	IT
Technology Data	IT system dependency – With systems down, SMEs are unable to access ABS data and info needed to complete certain tasks.	Open	6 (Medium/High)	BA is attempting to find an alternative solution for data dependency for task completion with state enterprise systems while IT is addressing the underlying system issues.	Systems are functioning; however, connectivity to other IT resources have been experiencing complications causing continued issues for Business Units.	04/19/24	Morgan Helton
People	External Audits present a risk for consuming time and personnel that would have been tasked toward FL PALM activities.	Open	4 (Medium/Medium)	Ensure that if an external audit is assigned to a specific bureau that analysis is conducted to gauge the impact against current and upcoming tasks. Internal audits may offer some flexibility toward deadlines and resources that should be explored.	No audits impacting this period.	01/29/24	Jay Nayana
People	Low percentage of SME time committed to PALM could result in inability to complete assigned tasks by deadlines	Open	4 (Medium/Medium)	Ensure sufficient SME's time is allocated to PALM project	PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload.	03/28/24	BU Chiefs
People	Changes in CCN or SMEs present a risk for incomplete knowledge transfer and potential lack of authority or leadership depending on the scale of the change.	Open	2 (Medium/Low)	Ensure project information is shared throughout CCN and SME stakeholder pools in the event of a vacancy. Utilize backups whenever possible to avoid taxing individual resources.	No changes for this period.	03/11/24	Jay Nayana

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Subject Matter Expert (SME) time constraints.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Recruit and hire skilled personnel to achieve objectives and tasks for the FL PALM project. DJJ has implemented a discretionary spending plan to augment salaries for positions within the Department, including FL PALM related positions.	July - August 2023, this issue will be on-going until the staffing issue can be resolved. September - October 2023, ongoing. November - December 2023, ongoing. January - February 2024, hired two SMEs in Finance and Accounting.	06/30/24	Jay Nayana
People Processes	Completed tasks not accurate	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs and Chiefs to work with BA and attend all applicable PALM meetings and design workshops.	BA continues to assist SMEs and Chiefs to complete tasks accurately.	04/12/24	BU SMEs
Technology	Task 326 (Update Current State Agency Business System Inventory and Documentation) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to gather information on Agency Business Systems (ABS); then systematically identify the data elements and processes those ABSs are used for so it can be determined if PALM remediation is necessary. Results will be presented to CCN upon completion.	Updated ABS Inventory complete and updated in Smartsheet	05/30/24	Morgan Helton
Processes Technology Data	Task 327 (Complete Reports Inventory) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to review Task 327 and develop a plan to rework the requirements for Task 327. Report Inventory that was provided initially did not meet the requirements of the original task. This task is being reworked.	Reports Inventory has been reviewed and validated.	06/07/24	F&A, Budget, General Services
Processes	Task 328 (Document Current Agency Business Processes) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs, Chiefs, and BA to rework this task.	BA has interviewed End-Users on the Business Units to identify gaps in documented processes. BA is conducting a gap analysis based on the information gathered.	06/28/24	BU Chiefs and BA
Technology Data	Task 514 (Complete Data Readiness Analysis and Data Cleansing Activities for Segment I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to reach out to sister agencies and PALM RC for examples of Data Plans to help the agency begin development of the required data plan. BA to reach out to DFS on mitigation efforts to obtain agency data due to failures in ABS at this current time.	Data Plan draft is complete. Data cleansing activities are underway.	05/10/24	BA, F&A, Budget, and General Services
Processes Data	Task 515 (Identify Change Impacts and Update Agency Business Progress Documentation for Segments I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs, Chiefs, and BA to update the existing Business Processes in their current form with as much applicable information within the given timeframe.	BA analyzed drafted business processes to identify which PALM Segments impact the process, so updates are prioritized by Segment. This has been provided to the Business Units.	05/24/24	BA and BU Chiefs
Processes Technology Data	Task 516 (Update Agency Business System Documentation for Segment II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to complete ABS Inventory and infrastructure mapping so IT can focus on the ABS that are impacted by Segment II Interfaces as provided in Task 518.	Updated ABS Inventory resulted in no ABS being impacted by Segment II updates.	05/31/24	IT, Contracts, General Services Chiefs, BA
Technology Data	Task 518 (Update Florida PALM Interface Inventory for Segment II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to complete ABS Inventory and infrastructure mapping. BA completed a PALM Interface and PALM Reports crosswalk to review with IT and the BUs to ensure interfaces are appropriate and needed. Meeting yet to be scheduled.	Updated ABS Inventory resulted in no ABS being impacted by Segment II updates.	05/31/24	Mark Shubrick
Data	Task 513 (Complete Configuration Workbooks for Segment I and II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA, Chiefs, and SMEs to continue to work through completing the requirements of the Configuration Workbooks.	Configuration Workbooks completed.	05/30/24	BA, Chiefs, SMEs (Budget, General Services, F&A [AR])
Technology	Task 504 - Update Agency Business System Documentation for Segment I	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT to begin work on newly identified ABS impacted by Segment I as a result of updated ABS inventory.	75% of the ABS documentation has been completed at this time. Pending additional	07/12/24	IT

					information regarding replacement for references to Account Code and Fiscal Year.		
Technology	Task 519 - Remediate Agency Business Systems based on Segment I	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT continues remediation efforts as resources allow.	One ABS is directly impacted by Segment I. There are 10 ABS indirectly impacted by Segment I updates. Additional time is necessary for remediation. The agency experienced system issues for a length of time that affected the ability to remediate within the provided timeframe.	07/12/24	IT
People Processes Technology	Not enough SME time to work on PALM tasks, which is affecting timely completion of DJJ tasks for the PALM team	Open	Low - All impacts not listed as Critical or High	Set aside enough time each day for SMEs to work PALM tasks. Bring in OPS staff to free up SMEs to work on PALM tasks	F&A expert joining DJJ/PALM team to relieve SMEs from task pressures. Additionally, PALM dedicated resource joining General Services for the purpose.	04/30/24	BU Chiefs
People Processes	Task 505 (Update Florida PALM Interface Inventory for Segment I) not completed	Closed	Low - All impacts not listed as Critical or High	BA to complete ABS Inventory and infrastructure mapping so IT can focus on the ABS that are impacted by Segment I Interfaces.	Updated ABS Inventory resulted in several ABS being impacted by Segment I updates.	05/31/24	Mark Shubrick
People	Business Analyst (BA) shortage	Open	Low - All impacts not listed as Critical or High	Secure adequate funding for vacancies, prepare appropriate advertising, review applicant pool with hopeful qualified applicants, interview, make offer, and onboard by July 1.	PMO has identified candidates for the vacancies and is actively interviewing.	07/01/24	Olu Oyewole
People Processes Technology Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% are completed.	Open	Low - All impacts not listed as Critical or High	BA working with chiefs & SMEs on the tasks to ensure the deadline for them is met.	Two tasks previously submitted are being reworked, three tasks are late but in progress, all other tasks are current at this time.	06/28/24	BU Chiefs, BU SMEs, and BA

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes Technology	FL PALM Voucher processes/systems will be able to replace current voucher system (Axiom Pro).	Logged	08/01/23	Marcia Haye, Evelyn Jacobs	FL PALM will not replace DJJ's current document management system (Axiom Pro).
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye	Correct.
People	Availability of adequate resources (SMEs) dedicated to work on required PALM tasks.	Logged	04/17/24	All	Business Units are experiencing staffing shortages which impact PALM Tasks.
People	PMO would be fully staffed.	Logged	04/17/24	All	PMO not fully staffed.
Technology	Software licenses would be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Morgan Helton	PM has received the Software license for Microsoft Project.
Processes	Previously worked and submitted PALM tasks would have been complete and accurate.	Logged	04/17/24	SMEs, PMO	PMO working with SMEs to update and/or correct previous tasks that are incomplete or inaccurate.
Processes Technology Data	PALM will not provide the same reporting capabilities that current ABS provide.	Logged	04/17/24	F&A and Budget	An analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered concluded that PALM functionality meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date).
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Interviewing for the two vacancies.
People	There is a commitment to the project goals from all stakeholders.	Logged	04/23/24	All	Based on the results of the end-user survey, the End-User stakeholders are 53% committed. Additional action steps are in place to increase the commitment of the project within the agency.
Processes Technology	The project schedule will be used to establish and monitor the nature and progress of tasks supporting defined milestones and deliverables.	Logged	04/23/24	PMO	This has been implemented.
People Processes Technology Data	The current FLAIR system will function until PALM is implemented in production.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants	PMO learned that the two systems will not run concurrently.
People Technology	There is a sufficient talent pool within the budget from which to hire state staff resources.	Logged	04/23/24	PMO, F&A, General Services	DJJ received budget for PALM related activities.
People Processes Technology	There will be sufficient engagement by DJJ's resources knowledgeable about agency business processes and technical capabilities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	
Processes	The PALM team will stick with implementation schedule and will not deviate.	Logged	04/23/24	PMO	
Processes	The PALM team will determine the PALM-related tasks to be performed by DJJ staff to support the design and build of PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts	PALM periodically assigns tasks to DJJ for completion.
People Processes Technology	The PALM team will provide sufficient and adequate guidance to DJJ's requirements for PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, PMO	PALM's Readiness Coordinator's have proved to be adequate and responsive resources for questions and assistance when needed.
Processes	DJJ SMEs understand and document their internal processes and modify them where possible to accommodate PALM functionalities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	The initial documentation has gaps that are being corrected.
Processes Technology Data	DJJ understands and will document the current state of its technical architecture and business systems and modify to integrate with the financial management solution.	Logged	04/23/24	IT	PMO successfully collaborated with IT staff to understand its system architecture and how the databases and ABS interfaces/functions interact.
Technology	DJJ has the budget needed to perform tasks assigned.	Logged	04/23/24	Budget, IT	
People	Staff will require accounting knowledge in order to adequately operate in certain modules of PALM.	Removed	06/06/24	F&A, Budget	SME within F&A is concerned that knowledge of accounting principles is required to understand the functionality of PALM. This is based on the misconception regarding PALM functionality.

DJJ Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	General Services Bi-Weekly PALM Check-In	05/01/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed Task 513 status and planning for the next week. Question regarding Location Definition Building name vs. number, send to RC. Touched on overdue tasks and updates on possible automation for data analysis.
Processes	IT Bi-Weekly PALM Check In	05/02/24	SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed Interfaces and Reports, Agency Business Systems

Technology Data					inventory and next steps. Scheduling meeting with business units to discuss Segment I and II Interfaces and reports crosswalk and business needs for ABS vs. functionality of PALM.
Processes	Business Process Documentation Workshop	05/03/24	SMEs, Agency Liaison, PM	Walkthrough Tasks 328 and 515, new template guidance and connectivity of business processes across business units	Provide and explain the template for documenting business processes. An example was developed during the session.
Processes Data	PALM Updates	05/15/24	Chief, SMEs, Agency Liaison, PM	Discuss outstanding tasks, review plan and timeline, discuss new tasks	Discussed status on Task 513 and estimated time for completion of workbooks outstanding; time constraints due to weather events and planning; new PALM Tasks; forthcoming meeting for one on one follow up.
People Technology	The DJJ Rundown	05/17/24	Chief, SMEs, Agency Liaison, PM, and all end-users	Report of PALM departmentwide.	PALM Project updates included in the weekly newsletter.
People	PALM Tasks Updates - HR	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - General Services	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Budget	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Accounts Receivable	05/21/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Reporting and Reconciliation	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Contract Disbursements	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Disbursements	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	05/29/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Updated on utilization of Business Process Documentation template, progress on Task 513, and status of updating the reports inventory.
People Processes Technology Data	IT Bi-Weekly PALM Check In	05/29/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Provided feedback on outcome of PALM Interfaces to Reporting crosswalk with Business Units, shared completed agency business systems inventory, identified relevant interfaces, discussed next steps.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	05/30/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Updated on utilization of Business Process Documentation template, progress on Task 513, and status of updating the reports inventory.
Processes	Business Process Template Mini Workshop - Budget	05/31/24	Chief, SMEs, Agency Liaison	Provide guidance and walkthrough of the Business Process Template	Budget staff attended, completed a template together, answered questions.
Processes Data	Grants Data Analysis and Cleansing Discussion	06/04/24	Chief, SMEs, Agency Liaison	Discuss Data Cleansing Plan and Data Analysis	Reviewed FLAIR reports for grants analysis, reviewed and discussed data cleansing plan relevant to Grants.
Processes Data	Asset Mgmt. Data Analysis and Cleansing Discussion	06/05/24	Chief, SMEs, Agency Liaison	Discuss Data Cleansing Plan and Data Analysis	Update on status of data analysis efforts, discussed progress of data cleansing plan section for asset mgmt.
People Processes	Business Process and Tasks Round Up	06/10/24	Chief, SMEs, Agency Liaison, PM, End-Users	Introduction of Forthcoming One-On-Ones with End-Users on processes and tasks	Brief intro of the PALM Project, the current state business processes listing, identifying potential gaps with the assistance of the end-user.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	06/11/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing. Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
Processes	End-User One-on-One with General Services	06/12/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	06/12/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing. Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
People Processes Technology Data	IT Bi-Weekly PALM Check In	06/12/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology Data	HR PALM Check In	06/13/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Set up next check in, shared dates for forthcoming design meetings, overview of progress on Task 328 and business process template.
Processes	End-User One-on-One with Accounts Receivable and Disbursements	06/14/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	06/14/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing. Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
Processes	End-User One-on-One with Accounts Receivable and Contract Disbursements	06/17/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	Contracts Bi-Weekly PALM Check-In	06/17/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed POC for Grant entries into FACTS, Task 529 Conversions for Contracts account information, and Task 526 Contracts Data Cleansing.
Processes	End-User One-on-Ones with HR and Disbursements	06/18/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
Processes Data	Business Processes and Data Cleansing for Accounts Receivable	06/18/24	SME and Agency Liaison	Discuss outstanding business process requiring updates and Tasks 529 and 526 for Open Accounts Receivables	Discussed edits for NSF Business Process and reviewed reported Open Receivables, responsible parties to address, and next steps.
Processes	End-User One-on-One with Accounts Receivable	06/19/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
Processes	Business Process Discussion with Budget	06/20/24	SME and Agency Liaison	Address current status of business processes and develop a plan for review and editing.	Reviewed business processes documented and itemized the priority processes requiring edits.

Data	Open Accounts Receivable Data Analysis	06/20/24	SME and Agency Liaison	Review records that populated for Open Accounts Receivable and develop a plan for research and cleansing	Record review successful, SME indicates additional research is necessary due to the age of the receivables, applicable cleansing would occur in July.
Processes	End-User One-on-Ones with Budget and Reporting & Reconciliation	06/21/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	06/24/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.
People Processes Technology Data	IT Bi-Weekly PALM Check In	06/25/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	06/25/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing, Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	06/27/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 status of Data Cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	07/11/24
March - April 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	05/14/24
January - February 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DLA
- Readiness Workplan

DLA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Sabrina Donovan

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 74.67%**
- Submitted Complete = 7
 - Submitted Incomplete = 1
 - Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 92.78%**
- Submitted On Time = 29
 - Submitted Late = 6
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24	Modified the changes and resubmitted on 05/21/2024	Submission Complete	05/21/24
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	05/15/24	Attached the survey to Agency Readiness Survey Form	Submission Complete	06/03/24
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	data conversion for Suppliers updated 07/11/2024	Submission Incomplete	07/11/24
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/19/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/05/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 27

- Business Process Groupings = 12/13

Identified Subject Matter Experts = 10

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 1

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 67

- Related Business Systems = 5
- Related Reports = 9
- **Documentation Status:**
- Complete = 67 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 67

- Related Business Process Groupings = 11

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 13

- **Criticality:**
- High = 9 Med = 0 Low = 1 None = 3
- **Documentation Status:**
- Complete = 10 Partial = 3 Not Started = 0

Cataloged Interfaces = 19

- Inbound Interfaces = 0
- Outbound Interfaces = 19

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**
- Continued Use - Yes = 39
- Continued Use - No = 3
- **Associated Business Systems = 15**
- **Cataloged Reports = 176**
- **Criticality:**
- High = 21 Med = 1 Low = 86 None = 0

- Contracts Mgmt. = 2
- Disbursements Mgmt. = 1
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 2
- Projects Mgmt. = 2
- Revenue Accounting = 1
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

- Planned Spreadsheet Uploads = 7

• Level of Impact: People Changes

- High = 0 Medium = 1 Low = 32 None = 2 Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 10 Low = 22 None = 1 Uncertain = 2

• Level of Impact: Technology Changes

- High = 1 Medium = 5 Low = 26 None = 1 Uncertain = 2

• Level of Impact: Data Changes

- High = 0 Medium = 30 Low = 2 None = 0 Uncertain = 4

• Segments I & II Documentation Update Status

- Not Started = 1 In Progress = 1 Complete = 34

Implementation:

Business Systems Planned for Integration = 6

• Segment I - Documentation Updates:

- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 10

- Inbound Interfaces = -5

- Outbound Interfaces = 8

Implementation:

Segments I & II Planned Configurations = 8/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 13

- Planned Associated Area ID's = 112

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 397

- Planned Local Funds = None

- Planned Organization ID's = 174

- Planned OA1's = 22

- Planned OA2's = 22

Conversions & Data Readiness

• Conversions Needed = 5

• Agency Data Outside of Primary Source System(s) = 1

• Data Readiness/Cleansing Status:

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DLA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
Technology Data	The Finance & Accounting Microsoft Access applications that are used daily by staff must be modified in time for PALM interface testing.	Closed	9 (High/High)	Agency will submit a funding request with a workplan and budget issue for two developers to program a replacement application that is compatible with PALM data.	New Risk. This has been elevated to an issue, number 7.	06/17/24	Sabrina Donovan
Technology	A Schedule of Allotment Balances (SAB) that is meaningful to an agency will not be generated from PALM if agencies cannot enter budget allotments at the account level.	Open	9 (High/High)	The agency will have to develop an ABS to produce a SAB that can be used to manage their budget.	Updated on 06/05/2024; No change:06/17/2024- Florida PALM project is testing a solution but we've not been advised of the results.	05/15/24	Sabrina Donovan

DLA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation to review data formats and interface options to determine optimal solution.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction process in Florida PALM.	01/31/25	Darlene Faris
Data	Need the ability to request Activities to the Activity ChartField for use with the Project-related ChartFields or provide a list to DFS for updating the Activity ChartField.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Prepare a draft list to send to DFS for updating PALM.	New Issue	05/10/24	Sabrina Donovan
Processes Technology	In order to relate deposits for accounts receivable transactions into our ABS we MUST be able to use a Filler field of 10 to 12 alpha/numeric characters to utilize AR number	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.	New Issue	05/14/24	Darlene Faris
Processes Technology Data	Existing ABS requires extensive development to accommodate PALM. OAG is unable to submit a budget amendment for PALM funds for staff augmentation of technical personnel.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support technical resources for staff augmentation.	New Issue	06/12/24	Sabrina Donovan
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMEs may not be available. This may result in extending the overall schedule, and adding cost to the budget	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing	01/31/25	Sabrina Donovan

Reason				is a continuing issue.		
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DLA Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting	no change

DLA Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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DLA Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/12/24
March - April 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/13/24
January - February 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DMA
- Readiness Workplan

DMA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Col. Adam Curry

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 91.43%**
- Submitted Complete = 11
 - Submitted Incomplete = 0
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 98.37%**
- Submitted On Time = 31
 - Submitted Late = 5
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	05/15/24
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/20/24		Submission Complete	06/20/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/05/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/12/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/12/24			
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/02/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/25/24			06/25/24
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/05/24		Submission Complete	06/05/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	75% - Consolidating/Inputting Information for Submission				
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/15/24			

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 22

- Business Process Groupings = 10/13

Identified Subject Matter Experts = 11

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 24

- Related Business Systems = 4

- Related Reports = 14

• Documentation Status:

- Complete = 24 Partial = 0 Not Started = 0

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 5

• Criticality:

- High = 2 Med = 3 Low = 0 None = 0

• Documentation Status:

- Complete = 2 Partial = 0 Not Started = 2

Cataloged Interfaces = 1

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 94

- Associated Unique Uses = 97

- Continued Use - Yes = 71

- Continued Use - No = 22

- Associated Business Systems = 2

Cataloged Reports = 48

- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 1
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 2
- Projects Mgmt. = 2
- Revenue Accounting = 1
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

Implementation:

Impacted Agency Business Processes = 24

- Related Business Process Groupings = 13
- Planned Spreadsheet Uploads = 0
- **Level of Impact: People Changes**
- High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0
- **Level of Impact: Processes Changes**
- High = 0 Medium = 0 Low = 24 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 0 Medium = 0 Low = 11 None = 13 Uncertain = 0
- **Level of Impact: Data Changes**
- High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 0 Complete = 24

- Inbound Interfaces = 0
- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 2

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2
- **Segment II - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 1
- Planned Interfaces = 6**
- Inbound Interfaces = 3
- Outbound Interfaces = 3

Criticality:

- High = 28 Med = 12 Low = 6 None = 1

Implementation:

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 1
- **Asset Management (AM)**
- Planned Location Codes = 229
- Planned Associated Area ID's = None
- **Commitment Control (KK)**
- Planned Option = Option # 2 - Control
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 333
- Planned Local Funds = None
- Planned Organization ID's = 213
- Planned OA1's = 18
- Planned OA2's = None
- Conversions & Data Readiness**
- **Conversions Needed = 4**
- **Agency Data Outside of Primary Source System(s) = 2**
- **Data Readiness/Cleansing Status:**
- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DMA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Awaiting information about new tracking system to replace Quickbooks	Open	6 (High/Medium)	LBR request was denied. Working with PALM to develop either an interface or spreadsheet upload.	Jun/Jul 24	01/09/24	Jack McAlpine

DMA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Data	Non participation.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Continued communication with department supervisors. Ensure leadership involvement.	Jun/Jul 24 - improvement from involvement with Staff. Continue to monitor.	07/30/24	Jack McAlpine
People Processes	Budget Administrator and Finance Supervisor are in the process of training several new personnel.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To bring staff up to date with current processes within the Finance and Accounting Office.	Jun/Jul 24 Continue to train staff	06/30/24	Trixy Pacetti
People Processes Technology Data	Continued training of new staff members in additional to required training for budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Will resolve with time.	Jun/Jul 24 Continue to train staff	06/30/24	Trixy Pacetti
People Processes Technology Data	Start planning process for 2-3 week downtime of system when FLAIR converts to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to conversion to PALM.	Jun/Jul 24	07/31/25	Kevin Creech
Technology	Quickbooks Replacement	Open	Low - All impacts not listed as Critical or High	It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks.	Jun/Jul 24 - Continue to work with PALM support on whether to have Quickbooks interface with PALM or provide a spreadsheet upload.	08/30/24	Jack McAlpine
Processes Data	Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs.	Open	Low - All impacts not listed as Critical or High	Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments.	Jun/Jul 24	07/05/24	Brad Bowman
Processes Data	FLAIR Pending table vs PALM staging table	Open	Low - All impacts not listed as Critical or High	a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted.	Jun/Jul 24	07/05/24	Brad Bowman

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	Jan/Feb

People Processes Technology Data	A downtime plan for FLAIR will be in place prior to the conversion to PALM.	Logged	07/31/25	All agency business systems	Mar/Apr 24
People Processes Technology Data	Possible solution for CA/Quickbooks within PALM system.	Logged	06/25/24	Grant Tracking Process at Financial Wave. See attached.	Jun/Jul 24

DMA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	DMA touchpoint review with Dora	05/15/24	Collaborative	Provided overall feedback on project from PALM Team.	May 24
People Processes Technology Data	Received survey results	05/31/24	Informational and Consultative	Provide feedback from State User on the PALM conversion.	Jun 24
People Processes Technology Data	Submitted Results of Survey	06/03/24	Informational	Submitted feedback	Jun 24
People Processes Technology Data	DMA touchpoint review with Dora	06/19/24	Collaborative	Provided overall feedback on project from PALM Team. Changed to 3rd Wed of each month.	Jun 24

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	COL Adam Curry	adam.m.curry.mil@army.mil	07/10/24
March - April 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	05/01/24
January - February 2024	COL Adam Curry	adam.m.curry.mil@army.mil	03/06/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DMS
- Readiness Workplan

DMS Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Lance Dyal

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 7
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.00%**
- Submitted Complete = 9
 - Submitted Incomplete = 0
 - Completed After Submission = 2

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 98.89%**
- Submitted On Time = 33
 - Submitted Late = 2
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24	All Duplicates have been identified and marked as No for Configuration Value.	Submission Complete	05/23/24
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		API031 is part of the IRIS Segment I interface. Within that interface, multiple transactions are being added in ongoing meetings with the PALM team. Remediation remains at 25% to date and there is no anticipation of that percentage increasing on or before the June 28 deadline for Task 519. Remediation is marked complete for SATS, Daily Cash and Budget Report, and MIP.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	Files containing survey questions, results, and the Executive Summary Presentation Dashboard are all attached to this row. Leadership approved submission to PALM. The majority of DMS End Users are aware and ready for PALM. Internal Communications are effective. Overall survey results were positive. Gaps are being addressed.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/10/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		July 11: API006, API031, and API007 are all part of IRIS Segment II interfaces. Within these interfaces, transactions are being worked on and adjusted with the PALM team. Remediation remains at 25% and there is no anticipation of that percentage increasing before the task deadline. Documentation will be completed alongside the remediation of IRIS. FRS has reached out to their Readiness Coordinator to see if it would be more appropriate to move IRIS to the FRS Implementation Interfaces & Documentation worksheet since this is more concerning the enterprise side of FRS than the agency side. FRS has not received word if that is allowable at this time. SATS, Daily Cash and Budget Report, and MIP are marked complete.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		July 11: API006, API031, and API007 are all part of IRIS Segment II interfaces. Within these interfaces, transactions are being worked on and adjusted with the PALM team. Remediation remains at 25% and there is no anticipation of that percentage increasing before the task deadline. Documentation will be completed alongside the remediation of IRIS. FRS has reached out to their Readiness Coordinator to see if it would be more appropriate to move IRIS to the FRS Implementation Interfaces & Documentation worksheet since this is		

								more concerning the enterprise side of FRS than the agency side. FRS has not received word if that is allowable at this time.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		SATS, Daily Cash and Budget Report, and MIP are marked complete.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24	Katie Parrish, Agency Sponsor, reviewed and approved submission of the dashboard on her behalf by Evelyn Harrison, Agency Liaison.	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24	Risks, Issues, and Assumptions SmartSheets reviewed and updated with the CCN and Enterprise Partners. Enterprise Partners are using their own SmartSheets for this reporting task.		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/14/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24	This task is addressed monthly by the CCN and Enterprise Partners to match staff changes.	Submission Complete	07/10/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Report Dashboard review meeting held with leadership July 10. Enterprise Partner Report Dashboard briefs and approvals complete.	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering				

People	Processes	Technology	Data
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The staff and stakeholders affected by your agency's transition to Florida PALM.

The sequence of procedures to accomplish a business objective.

The applications or tools used to process, track, or report on financial operations.

Information used in or produced from an agency's financial business operations.

Implementation:

Planned Florida PALM End Users = 84

• Business Process Groupings = 11/13

Identified Subject Matter Experts = 54

• **SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 18

- Accounts Receivable = 21

- Asset Accounting and Mgmt. = 8

- Banking = 10

- Budget Mgmt. and Cash Control = 17

- Contracts Mgmt. = 10

- Disbursements Mgmt. = 24

- Grants Mgmt. = 7

- Inter/IntraUnit Transactions = 18

- Payroll Mgmt. = 18

- Projects Mgmt. = 10

- Revenue Accounting = 22

- System Access and Controls = 18

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 60

• Related Business Systems = 9

• Related Reports = 33

• **Documentation Status:**

- Complete = 60 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 60

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 4

• **Level of Impact: People Changes**

- High = 0 Medium = 19 Low = 32 None = 8 Uncertain = 1

• **Level of Impact: Processes Changes**

- High = 2 Medium = 20 Low = 30 None = 8 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 3 Medium = 15 Low = 31 None = 11 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 4 Medium = 17 Low = 30 None = 8 Uncertain = 1

• **Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 2 Complete = 57

Current-State:

Cataloged Business Systems = 12

• **Criticality:**

- High = 5 Med = 2 Low = 0 None = 5

• **Documentation Status:**

- Complete = 11 Partial = 0 Not Started = 1

Cataloged Interfaces = 55

- Inbound Interfaces = 40

- Outbound Interfaces = 15

Implementation:

Business Systems Planned for Integration = 4

• **Segment I - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

Planned Interfaces = 10

- Inbound Interfaces = 0

- Outbound Interfaces = 5

Current-State:

Unique FLAIR Data Elements = 143

• **Associated Unique Uses = 1303**

- Continued Use - Yes = 205

- Continued Use - No = 43

• **Associated Business Systems = 5**

Cataloged Reports = 108

• **Criticality:**

- High = 91 Med = 18 Low = 3 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 4

• **Asset Management (AM)**

- Planned Location Codes = 99

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 865

- Planned Local Funds = None

- Planned Organization ID's = 442

- Planned OA1's = 470

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 3

• Agency Data Outside of Primary Source System(s) = 1

• **Data Readiness/Cleansing Status:**

- Complete = 2 In Progress = 0 Not Started = 0 Not Applicable 1

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DMS Risks								
Sheet Name	Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
DMS Risks	People Processes Technology Data	The requirement of Speedkeys for transactions can pose a problem for several of our enterprise systems. If the speedkeys are still hardcoded and unable to be changed once entered there is an additional risk of user error both on the entry of the speedkey and the selection.	Open	6 (Medium/High)	This topic was recently brought up in our monthly PALM Touchpoint with the DMS RC. DMS is seeking additional information on requirements.	Logged April 25, 2024	04/25/24	Finance and Administration / Eric Thiele
DMS Risks	People Processes Technology Data	Functionality. Will PALM deliver the functionality needed for DMS operations?	Open	6 (High/Medium)	Develop a testing plan. Use the PALM Sandbox environment. Functionality assessment in progress. Sandbox environment is approved for a limited number of DMS employees. PALM is addressing this risk. June 20: PALM is requiring that agencies create and implement their own testing plans. That initiative is in planning.	Logged April 26, 2023. Reviewed again September 6, 2023. Reviewed again Nov 2 - no change. Reviewed again Dec 20 - no change. Reviewed again April 24, 2024. Re-opened. Continuing to monitor. Reviewed again June 20, 2024. Edits made. Continuing to monitor.	02/22/24	Finance and Administration / Jennifer Gaines
DMS Risks	People Processes Technology Data	Resources and Functionality. Full implementation simultaneously with "FLAIR-end" seems risky with the current change solutions. The seen and unforeseen functionality and compatibility issues at CMS Wave implementation adversely impacted and even stopped certain critical business processes for agencies.	Open	6 (High/Medium)	Mimic FLAIR functionality EXACTLY or as close to exactly as possible. Any deviations should require extensive testing and re-testing with sufficient sandbox training and focus from agencies a minimum of one year in advance of implementation. So far, agencies do not have enough appropriate staff, support, or available resources for implementation and its aftermath which is difficult to plan for with so many unknowns. Allowing for that year of testing, sandboxing, and training to allow agencies to prepare is another suggested solution for this inherent risk.	Logged April 26, 2023. Reviewed again September 6, 2023. Reviewed again Nov 2 - no change. Continuing to monitor. Reviewed again Dec 20 - no change. Continuing to monitor. Reviewed again Feb 22 - no change. Continuing to monitor. Reviewed again April 24, 2024. No change.	11/02/23	Finance and Administration / Sandy Watson
MFMP Risks	People Processes Technology Data	On March 1, 2024, the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A) team met with the MFMP program to discuss its vendor management initiative. This initiative includes analyzing existing vendor management business processes, determining improvements, and developing a data clean-up plan. DFS A&A also proposed a new vendor portal solution that will impact the vendor registration and master vendor data exchange between MFMP and Florida PALM. We understand that DFS A&A plans to issue a competitive solicitation in July 2024 for the new portal, and the project could start before Florida PALM's January 2026 go-live date. MFMP and Florida PALM are discussing integration and interface requirements, including the master data vendor exchange. Per Florida PALM's schedule, Enterprise Business Systems will begin building in April 2024. Launching a design, test, and implementation effort for a new DFS vendor portal parallel with MFMP's Florida PALM implementation activities and during the current build schedule presents significant risk the MFMP to Florida PALM integration and interface implementation.	Open	6 (High/Medium)	MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS A&A on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc., MFMP cannot begin building to support the new vendor portal at this time.		04/30/24	MFMP/PALM/DFS
FRS Risks	People Processes Technology Data	Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication.	Open	6 (High/Medium)	Reports are available. Plan for report identification and testing.	Logged Nov 6, 2023 Reviewed again on Dec 20, 2023. No change. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change.	11/07/23	Division of Retirement / Megan Biederman
DMS Risks	People Processes Technology Data	Functionality. Will Agencies have enough time to work in the sandbox environment to ensure their respective divisions can test and see if the current work they perform in FLAIR can be achieved in the PALM Environment? If time is limited and a required field is missing, will there be enough time for it to be fixed and re-tested prior to the January 2026 go live date?	Open	4 (Medium/Medium)	Roll out sandbox test capabilities as sections are completed for Agencies to test. Sandbox environment is not secure for testing - PALM needs to work on true test environment. Sandbox status has not changed. PALM is addressing this risk.	Logged April 21, 2023. Reviewed again September 6, 2023. Reviewed again Nov 3, 2023. Mitigation notes updated. Reviewed again Dec 15, 2023. No change. Continuing to monitor. Reviewed again Feb 2 2024. No change. Continuing to monitor. Reviewed again April 24, 2024. No change. Continuing to monitor. Reviewed again June 20, 2024. No change. Continuing to monitor.	11/03/23	Division of State Group Insurance / Jason Ottinger
PF Risks	People Processes Technology	With development happening in multiple systems held by multiple organizations, schedule variance in different areas can have	Open	4 (Medium/Medium)	People First is on schedule and anticipates continuing to be in lock step with the project timeline well before the next stage date	Logged June 28, 2024	06/28/24	Michael Livingston / Tony Lloyd

		unforeseen impacts on People First development. If developments become too out of sync, it could cause issues with productivity and the ability to pass stage gates successfully.			Team has hired a project manager with primary focus on ensuring People First maintains PALM readiness. Additionally, People First will be adding significant staff augmentation to assist us.			
FRS Risks	People Processes Technology Data	Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System)	Open	4 (Medium/Medium)	Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format. Continuing to monitor Class Code implications.	Logged Nov 6, 2023 Reviewed again Dec 20, 2023 and updated mitigation. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. Class Code System changes could create high impact for Retirement Interface Files. Reviewed again on June 18, 2024. No change.	11/07/23	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Any significant change to existing Retiree payroll, EFT processing, BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time.	Open	4 (Medium/Medium)	Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Working with PALM to get more information to better define the programming needs.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman
STMS Risks	People Processes	Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users.	Open	4 (Medium/Medium)	Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule. Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 20, 2023. No change. Continuing to monitor. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again June 12, 2024. No change.	11/06/23	STMS / Casey Taylor
FRS Risks	People Processes Technology Data	Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed.	Open	3 (High/Low)	Programming needs to be completed to allow for flexibility so funds can be released timely. Need more details on how this will work in PALM.	Logged Nov 6, 2023 Reviewed again on Dec 20, 2023. No change. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change.	11/07/23	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. In the process of working through the design with PALM. No work around except using the existing payroll system.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately. This risk includes the timely and accurate posting of revenues in PALM. (These transactions record the receipt of retirement contributions of approximately \$6 billion per year.)	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. The risk would be on IRIS - would be able to take information from the Department of Revenue website and manually enter, reconcile, and adjust in IRIS.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Retiree payroll warrants and EFTs (approximately \$12 billion per year for 472,000+ payees) not being processed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles.	Originally entered 09/22/2023. Reviewed again on June 18, 2024. No change.	09/22/23	Division of Retirement / Megan Biederman
MFMP Risks	People	Over time, the Florida PALM project team has encountered staff turnover. This can present risk associated with knowledge transfer, or lack thereof, between the existing resource and their successor. New project staff must be informed and prepared to continue open integration and interface design decisions. Delayed or incomplete knowledge transfers for the successor may delay design decisions, thus risking the implementation of the MFMP to Florida PALM integration according to the existing timeline.	Open	2 (Medium/Low)	MFMP will work with Florida PALM to assist in expediting any knowledge transfer incoming successors require to mitigate delays in design decisions		05/01/24	PALM/MFMP
PF Risks	Processes Data	The need for parallel testing will increase the complexity of operations. Data will need to be maintained in a new environment and the legacy environment and could lead to inconsistencies.	Open	2 (Medium/Low)	Parallel testing meetings Scheduled for August 2024 to ensure that the needs of PALM project team align with the current processes implemented by People First team and vendor. In addition, People First team has brought in a full-time project manager so that the team can maintain PALM readiness and continue day to day operations without sacrificing either.	Logged June 28, 2024	06/28/24	Michael Livingston / Tony Lloyd
STMS Risks	People Technology	Functionality. Inability to design new STMS user interface for creating vouchers.	Open	2 (Medium/Low)	Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API. Meetings with PALM have been initiated. Still early in the process. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 20 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change.	11/06/23	STMS / Casey Taylor

						Reviewed again July 12, 2024. Likely resolution next cycle.		
STMS Risks	Technology Data	Interface. Inability to design flat file transfer process.	Open	2 (Medium/Low)	Provide information about when and where flat file data will be provided and how it will be accessed. Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again July 12, 2024. No change.	11/06/23	STMS / Casey Taylor
STMS Risks	Technology Data	Functionality. Inability to design user interface to accommodate Speed Keys instead of Expansion Options	Open	2 (Medium/Low)	Provide information about the Speed Key interface, as well as training about how agencies will be using it in PALM. Provide training about how Speed Keys will be used by travelers to communicate billing information to Fiscal Accountants. Meetings with PALM have been initiated. Still early in the process. CCN and Enterprise Partners are currently collaborating. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 19, 2023 and closed. Reviewed again and reopened April 24, 2024. Reviewed again July 12, 2024. Likely resolution next cycle.	12/19/23	STMS / Casey Taylor

DMS Issues

Sheet Name	Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
DMS Issues	Processes	MIP interfaces selected may not be 100% remediated without testing.	Open	Low - All impacts not listed as Critical or High	Could be manually resolved with more manpower, but would want to make changes to interface selection and possibly the interfaces themselves to account for missing / unknown elements.	If we mark "Remediation Complete" on the PALM Smartsheet, does that preclude us from making changes once testing starts?	01/15/25	OIT / Production Support / John Ross
DMS Issues	People Processes	The majority of the DMS End Users are new to DMS. An even larger percentage have held their current jobs at DMS for less than 5 years.	Open	Low - All impacts not listed as Critical or High	Consistent monitoring, training and follow up. Regular communication, meetings, and increased involvement in the project Readiness Workplan Tasks.	This issue was logged as low priority because half of the DMS End Users have worked for the state for over 15 years. The remainder have been in the state system for between 6 and 15 years. DMS End Users as a whole are familiar with and have worked in PALM, counteracting their short time with DMS and / or in their current position. These numbers represent minimal risk to the project.	01/30/26	Lance Dyal / Eric Thiele
FRS Issues	People Processes Technology Data	Business System (IRIS) upgrade is happening at the same time as the PALM implementation. This impacts resources and a new system, with new screens and interfaces.	Open	Low - All impacts not listed as Critical or High	Testing and training in advance - plan to be developed.	As long as we can produce an accurate accounting file and benefit payroll file, and process the incoming state retirement file from BOSP, as well as the information transferred between IRIS and PALM is correct. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change.	12/01/25	Florida Retirement System / Megan Biederman
FRS Issues	People Processes Technology Data	EFT processes, including payment information for retirees, pre-noting, bank account changes, EFT returns, stop payments, etc., not being automated or not being processed timely and/or accurately.	Open	Low - All impacts not listed as Critical or High	Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to use the FLAIR system if PALM was not working.	Reviewed 2022 entry. Re-entered April 19, 2024. Outstanding currently. Confident that PALM will address and work with FRS to resolve. Reviewed again on June 18, 2024. No change.	12/01/25	Florida Retirement System / Megan Biederman

DMS Assumptions

Sheet Name	Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
DMS Assumption	People Processes Technology Data	Decreased timeliness and staff familiarity with the new PALM system prior to go live. Unforeseen vacant positions in key role areas will have an effect on over utilization on staff not familiar with PALM in general.	Logged	09/07/23	Logged by: State Group Insurance / Jason Ottinger All DMS PALM end users are impacted.	Start PALM training on new system and UAT testing as soon as possible. Ensure units have backup staff trained along with primary staff early on to be able to continue with PALM functions in the Division. Reviewed again on Dec 27. No change. Reviewed again on Feb 2, 2024. No change. This assumption is directly related to the risk associated with the Sandbox.

						Reviewed again April 24, 2024. No change. Intend to address this general assumption in more detail with the End User Survey Analysis.
PF Assumptions	Processes Technology	Funding will continue as needed to maintain People First operationally as well as for changes necessary to implement the PALM project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.
PF Assumptions	People Processes Technology Data	The additional monies allocated to our vendor to fulfill necessary changes to People First to integrate with PALM will be sufficient for the project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.

DMS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period	Comments or Updates
Technology Data	PALM Smartsheet Review of Interfaces, etc.	05/01/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: Segment I and II	
People Processes Technology Data	PALM Work Group Sessions	05/02/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Weekly status and work group meeting.	This Week's Focus: Task 513 – Configuration Workbooks status review. Task 524 – End User Readiness Survey
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	05/03/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.		
People Processes Technology Data	PALM Bi-Monthly Report	05/07/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons	Purpose: Review and approve PALM Bi-Monthly Report for March – April 2024. Review and approve proposed Enterprise Partner Bi-Monthly Report Dashboards.	PALM Bi-Monthly Reporting Dashboard review. Agency Sponsor briefing.	
Technology Data	PALM Smartsheet Review of Interfaces, etc.	05/07/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: Segment I and II	
People Processes Technology Data	Weekly People First / Aight PALM Status Meeting	05/07/24	Agency Liaisons, Business Liaisons, PM Liaisons	Weekly Meeting with DMS and Aight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log.	Recurring. On schedule. Meeting was useful.	
People Processes Technology Data	PALM Work Group Sessions	05/08/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Weekly status and work group meeting.	
Processes Data	PF / Aight Functional Design Document Walkthrough	05/08/24	SMEs, PM Liaisons	Walkthrough of functional design document related to requirements for FL PALM Speedkey Interface.	One-time. Focus on FDDs. Useful.	
People Processes Technology Data	Retirement/KPMG Bi-weekly status meeting	05/14/24	Project Management Liaisons	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.		
Technology Data	PALM Smartsheet Review of Interfaces, etc.	05/14/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.		
People Processes Technology Data	Weekly People First / Aight PALM Status Meeting	05/14/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Aight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.	
Processes Technology Data	PF / Aight Functional Design Document Walkthrough	05/15/24	Business Liaisons, SMEs, PM Liaisons	Walkthrough of functional design document related to requirements for FL PALM personal data and privacy indicator conversion.	One time. Personal data and privacy indicator conversion. Meeting was useful.	
People Processes Technology Data	PALM Work Group Sessions	05/16/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Weekly status and work group meeting.	
Technology Data	PALM End User Survey	05/16/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose: Discuss technical applications for Smartsheet vs Survey Monkey.		
People Processes Technology Data	Review DMS PALM Survey	05/16/24	Agency Liaisons, Project Management Liaisons	Purpose: Review and edit DMS PALM Survey questions and recipients list. Discuss analysis approach.		
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	05/17/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.		
People Processes Technology Data	PALM Status Update	05/21/24	Agency Liaisons, Project Management Liaisons	Purpose: Brief new management staff on PALM project progress and their role in it.		
Technology Data	PALM Smartsheet Review of Interfaces, etc.	05/21/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: new releases in the PALM Knowledge Center.	
People Processes Technology Data	Weekly People First / Aight PALM Status Meeting	05/21/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Aight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.	
People Processes Technology Data	PALM Work Group Sessions	05/23/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Focus: role responsibilities, CCN updates, new sponsor brief, etc.	

People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	05/24/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	
Processes Technology Data	PF / Alight Functional Design Document Walkthrough	05/24/24	Business Liaisons, SMEs, PM Liaisons	Walkthrough of functional design document related to requirements for FL PALM employee retirement code conversion.	One-time. Retirement code conversion. Successful.
People Processes Technology Data	Retirement/KPMG Bi-weekly status meeting	05/28/24	Project Management Liaisons	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.	
People Processes Technology Data	PALM Work Group Sessions	05/30/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	05/31/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	
People Processes Technology Data	Retirement: PALM Check In	05/31/24	Project Management Liaisons and Business Liaisons	Meeting to brief on all PALM task between Evelyn and Megan.	
Technology Data	PALM Smartsheet Review of Interfaces, etc.	06/04/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	
People Processes Technology Data	Weekly People First / Alight PALM Status Meeting	06/04/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Alight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.
People Processes Technology Data	PALM Work Group Sessions	06/06/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Focus: End User Survey results
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	06/07/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	
Technology Data	MFMP / FDOT/Florida PALM EPA: Encumbrance and Payment Processes - FDOT requested that MFMP join a discussion related to how they encumber funds and subsequently issue MFMP POs and payments.	06/07/24	Other	To discuss how FDOT encumbers funds and subsequently issue MFMP POs and payments. Through discussion, it was determined that functionally, this process will remain as it is today.	One time activity - focused on FDOT encumbering - meeting complete and successful.
People Processes Technology Data	Retirement/KPMG Bi-weekly status meeting	06/11/24	Project Management Liaisons	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.	
People Processes Technology Data	Weekly People First / Alight PALM Status Meeting	06/11/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Alight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.
People Processes Technology Data	DMS PALM End User Readiness Survey Review	06/12/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons	Purpose: Review the DMS PALM End user Readiness Survey results and confirm prior to submission to PALM. A dashboard has been created to display the results summary. This will be used in the meeting.	
People Processes Technology Data	Retirement: PALM Update	06/13/24	Project Management Liaisons, SMEs, Other	Meeting to introduce PALM tasks to Amber and some basics regarding the division and PALM.	
People Processes Technology Data	PALM Work Group Sessions	06/13/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	06/14/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	
People Processes Technology Data	PALM: Identifying and Reviewing Risks	06/18/24	Project Management Liaisons, SMEs, F&A, OIT/Production Support/Technical, Other	To identify risk associated with PALM in regards to the Division of Retirement.	
Technology Data	PALM Smartsheet Review of Interfaces, etc.	06/18/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: June 28 tasks
People Processes Technology Data	Weekly People First / Alight PALM Status Meeting	06/18/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Alight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.
People Processes Technology Data	PALM Work Group Sessions	06/20/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Focus: June 28 tasks and July Segment IV Workshops
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	06/21/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	

			Support Personnel		
People Processes Technology Data	Retirement/KPMG Bi-weekly status meeting	06/25/24	Project Management Liaisons	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.	
Technology Data	PALM Smartsheet Review of Interfaces, etc.	06/25/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: UAT Plan
People Processes Technology Data	PALM Reporting Dashboard Review	06/25/24	Agency Liaisons, Project Management Liaisons, PF Enterprise Partners	Purpose: Review PALM Bi-Monthly Reporting Dashboard and PF PALM Workbook space in Smartsheet.	Focus: Brief new PF PM on Smartsheet, PALM Reporting Workbook and Dashboard.
People Processes Data	PF PALM Dashboard Review	06/25/24	PM Liaisons	Transfer knowledge about the PALM Smart Sheets to new People First project manager to report enterprise partner readiness more effectively.	One time. Meeting was useful.
People Processes Technology Data	Weekly People First / Alight PALM Status Meeting	06/25/24	Business Liaisons, SMEs, PM Liaisons	Weekly Meeting with DMS and Alight (vendor) to discuss Project Status, FDDs (Functional Design Documents), Open questions and Discussion topics for Thursday/FLP weekly meeting, Review of Tech Log	Recurring. On schedule. Meeting was useful.
People Processes	PALM: People First / Alight Project Manager 1:1	06/25/24	PM Liaisons	Background information transferred on status of project from vendor point of view to new People First PMO.	One time. Meeting was useful.
People Processes Technology Data	Internal DMS Monthly PALM Connect	06/27/24	Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Agency Sponsor Briefing with Agency Liaisons, CCN, and Enterprise Partners. Brief updates from all DMS PALM project contributors.	Focus: UAT Plan, Long-term project schedule, Executive Steering Committee meeting notes, Advisory Council presentation, Seg IV workshops, tasks due in July and August, staff changes, and training initiatives.
People Processes Technology Data	Retirement: Stretch, Sway, and Stand Up with PALM	06/28/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Weekly Stand Up Meeting to catch up on all PALM Activities for the week, address any questions or concerns.	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DMS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lance Dyal	lance.dyal@dms.fl.gov	07/12/24
March - April 2024	Katie Parrish	eric.thiele@dms.fl.gov	05/14/24
March - April 2024	Katie Parrish	evelyn.harrison@dms.fl.gov	05/13/24
January - February 2024	Katie Parrish	katie.parrish@dms.fl.gov	03/06/24

FRS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Kathy Gould	floridapalm@myfloridacfo.com	07/02/24

MFMP Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Tyler Brown	tyler.brown@dms.fl.gov	07/01/24

PF Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Tony Lloyd	tony.lloyd@dms.fl.gov	07/08/24

STMS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Gerard Steele	gerard.steele@dms.fl.gov	07/12/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOAH
- Readiness Workplan

DOAH Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Megan Silver

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 91.88%**
- Submitted Complete = 13
- Submitted Incomplete = 0
- Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.51%**
- Submitted On Time = 33
- Submitted Late = 2
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	04/29/24		Submission Complete	05/09/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		DOAH team had to pause working on completing task due to the tornado striking on May 10 and year-end activities. Will complete this task in conjunction with Task 527.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	02/14/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/11/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24					
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	07/02/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/02/24		Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/11/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/27/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 11

- Business Process Groupings = 11/13

Identified Subject Matter Experts = 10

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 3

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 26

- Related Business Systems = 0
- Related Reports = 19
- **Documentation Status:**
- Complete = 26 Partial = 0 Not Started = 0

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 3

- **Criticality:**
- High = 3 Med = 0 Low = 0 None = 0
- **Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 2

Cataloged Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 73

- **Associated Unique Uses = 143**
- Continued Use - Yes = 49
- Continued Use - No = 39
- **Associated Business Systems = 0**

Cataloged Reports = 52

- Asset Accounting and Mgmt. = 3
- Banking = 4
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 3
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 2
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Implementation:

Impacted Agency Business Processes = 26

- Related Business Process Groupings = 6
- Planned Spreadsheet Uploads = 0
- **Level of Impact: People Changes**
 - High = 1 Medium = 0 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
 - High = 1 Medium = 0 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
 - High = 0 Medium = 0 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 0 Medium = 0 Low = 0 None = 0 Uncertain = 0
- **Segments I & II Documentation Update Status**
 - Not Started = 0 In Progress = 0 Complete = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

- **Segment I - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- **Segment II - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Criticality:

- High = 11 Med = 25 Low = 17 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 1
 - **Asset Management (AM)**
 - Planned Location Codes = 15
 - Planned Associated Area ID's = 60
 - **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
 - **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 59
 - Planned Local Funds = None
 - Planned Organization ID's = 18
 - Planned OA1's = None
 - Planned OA2's = None
- Conversions & Data Readiness**
- Conversions Needed = 4
 - Agency Data Outside of Primary Source System(s) = 0
 - **Data Readiness/Cleansing Status:**
 - Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOAH Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Due to the staff's previous experience with system implementation, the staff's level of engagement regarding transitioning to new financial system may be low or non-existent.	Open	6 (High/Medium)	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system.	Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff are assisting with completing PALM tasks. DOAH future end users have been introduced to the FL PALM Knowledge Center. CNN Members and SMEs will participate in the Segment IV meetings.	07/05/23	Patricia Kenyon
People	Due to the limited number of positions, staff may not be fully trained / confident to perform their accounting functions in PALM on Go Live Date.	Open	3 (High/Low)	DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided. SMEs have participated in Segment III meetings and will continue to participate in Segment IV meetings.	Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff members are actively participating in completing PALM tasks. Accounting staff have been shown the PALM Knowledge Center and will review the information regarding their business processes. CCN and SMEs are participating in the Segment meetings to gain understanding of the impact changes.	07/05/23	Patricia Kenyon

DOAH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Accountant II position has become vacant which has created additional workload for our team.	Closed	Low - All impacts not listed as Critical or High	Fill the vacant position. All team members are assisting in completing the daily functions.	The 2nd candidate accepted the Accountant II position and their state date with DOAH was May 13th.	05/31/24	Patricia Kenyon

DOAH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Staff will be able to function in PALM on Go Live Date	Logged	09/08/23	Budget, HR and Accounting staff	Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. Accounting Staff participated in a overview discussion regarding PALM as we have a new accountant join the team.

DOAH Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DOAH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Megan S. Silver	megan.silver@doah.state.fl.us	07/08/24
March - April 2024	Megan S. Silver	megan.silver@doah.state.fl.us	05/08/24
January - February 2024	Megan S. Silver	megan.silver@doah.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOE
- Readiness Workplan

DOE Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Suzanne Pridgeon

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 7
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 84.55%

- Submitted Complete = 7
- Submitted Incomplete = 0
- Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 92.5%

- Submitted On Time = 30
- Submitted Late = 5
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/10/24		Submission Complete	05/24/24
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress				
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	05/31/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Procurement department is completing their cleanse of Contracts, and the task will be completed.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	06/13/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	50% - In Progress				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 88

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 13

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 30

- Related Business Systems = 5
- Related Reports = 0
- Documentation Status:
 - Complete = 29 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 30

- Related Business Process Groupings = 5

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 26

- Criticality:
 - High = 23 Med = 0 Low = 0 None = 1
- Documentation Status:
 - Complete = 7 Partial = 1 Not Started = 9

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 443

- Associated Unique Uses = 574
- Continued Use - Yes = 124
- Continued Use - No = 3
- Associated Business Systems = 6
- Cataloged Reports = 87
- Criticality:
 - High = 87 Med = 13 Low = 1 None = 0

- Contracts Mgmt. = 2
- Disbursements Mgmt. = 1
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 2
- Projects Mgmt. = 1
- Revenue Accounting = 2
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

- Planned Spreadsheet Uploads = 1

• Level of Impact: People Changes

- High = 23 Medium = 3 Low = 4 None = 0
Uncertain = 0

• Level of Impact: Processes Changes

- High = 22 Medium = 3 Low = 4 None = 0
Uncertain = 0

• Level of Impact: Technology Changes

- High = 22 Medium = 3 Low = 4 None = 0
Uncertain = 0

• Level of Impact: Data Changes

- High = 22 Medium = 3 Low = 3 None = 0
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 30

Implementation:

Business Systems Planned for Integration = 9

• Segment I - Documentation Updates:

- Complete = 0 Updating = 6 Evaluating = 0
Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 0 Updating = 5 Evaluating = 0
Not Started = 0 Not Needed = 1

Planned Interfaces = 6

- Inbound Interfaces = 1
- Outbound Interfaces = 4

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 8

• Asset Management (AM)

- Planned Location Codes = 1050

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 882

- Planned Local Funds = None

- Planned Organization ID's = 725

- Planned OA1's = 576

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 6

• Agency Data Outside of Primary Source System(s) = 4

• Data Readiness/Cleansing Status:

- Complete = 4 In Progress = 1 Not Started = 0 Not Applicable 1

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOE Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Technology Data	Significant delay in receiving the technical requirements	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
Processes Technology Data	The testing schedule and related details have not been sufficiently outlined	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
People Technology Data	The potential time constraints in communicating our requirements to vendors.	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
People Technology Data	Not meet due date for Task 519 Segment 1 remediation	Closed	6 (Medium/High)	PM is working for DTI to develop a strategy to speed up the process of starting remediation.	New Risk	05/07/24	PM and technical Staff
People Processes Data	Slow response time from PALM can/will affect the decision-making process and time. The delayed response can delay push back DOE schedule remediations.	Open	6 (High/Medium)	PM will work with RC's to acquire information as quickly as possible to prevent any delays on DOE side.	Updating the risk due to the new risk that has been identified.	05/30/24	Project Manager
People	Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes.	Open	4 (Medium/Medium)	DOE will refill positions as quickly as possible to stop any delays.	No Change	10/03/23	DOE Management
People Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team (anyone working on PALM)). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Open	4 (Medium/Medium)	Business team will place more tickets into PPM Pro to increase the communication between the two sides.	Risk remains for future task but has escalated to an issue.	10/27/23	Project Manager
Data	loss of data could affect audit information.	Open	4 (Medium/Medium)	Pending	New Risk	02/14/24	DOE
Data	Incorrect invoice or missed invoices	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology Data	Double or no payment to vendors at the time of implementation	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology	System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM.	Open	3 (High/Low)	DOE to Remediation existing systems to be compatible with Florida PALM	Testing will discover any deficiencies.	07/04/23	DOE IT
Processes Technology	Change in Financial payment may result in payment delays.	Open	3 (High/Low)	DOE will perform testing to ensure processing with DFS.	New risk	01/12/24	DIT and Aware technical teams
Data	Missing Agency Business Systems - Task 326 not all systems recognized.	Open	2 (Medium/Low)	DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM	Task has been submitted to PALM. If additional systems are discovered, DOE will revisit the task.	07/13/23	DOE PALM Team
People Technology	Vendor available and cost could delay the project.	Open	2 (Medium/Low)	Agency will communicate with vendor as often as possible to ensure timely processing.	New risk	01/30/24	AWARE Team

DOE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Lack of technical resources for the project. - No dedicated staff for the project.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Executive team place staff	RFQ for Technical Business Analysis have been submitted	10/01/23	DOE Executives
Data	Task 514 incomplete	Closed	Low - All impacts not	Team is currently working to complete the cleanse		05/30/24	Business unit

			listed as Critical or High				
People Technology Data	Not meet due date for Task 519 Segment 1 remediation	Open	Low - All impacts not listed as Critical or High	All remediation will be done once information is received.			10/01/24 PM

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	System AS-IS documentation will be completed and be readily available by 10/27/2023	Logged	07/08/23	22 Agencies Business Systems, Comptrollers and budget office.	Closed
Data	Reports is fully documented and available as of 07/31/2023	Logged	07/08/23	Comptroller Office	Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated.
Technology	Technical Systems with be updated to be compatible with PALM.	Logged	07/08/23	Comptroller, DOE IT and Agency department users.	No Change
Technology	Florida PALM will provide system designed for DOE to meet the project needs	Logged	08/01/23	Comptroller, DOE IT and Agency department users.	Schedule PALM simulations schedule for 08/2023 and 09/2023

DOE Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	PALM Status Meeting	05/02/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
Processes Technology Data	DTI Weekly Status report	05/02/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People Processes	PALM Project Plan Meeting	05/06/24	DTI and PM	Update PALM project plan by adding application to the schedule.	
Data	Data Cleanse and Conversion meeting	05/07/24	Comptrollers' leadership and PM	Complete task 513 and move to 526	
Technology	Review of the TraQ application	05/08/24	Asset Management, Technical lead and PM	to determine should this system be added to the remediation list	
Processes Technology	Technical Meeting	05/09/24	technical team and PM	Establishment of table development coordination session	
Processes	Review of reports inventory	05/09/24	CFO, Budget staff, Deputy Comptroller and PM	Review reports inventory to make sure Budget reports are the inventory	
Technology	DTI Weekly Status report	05/09/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People	PALM Status Meeting	05/09/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
Technology	Establishment of Table Development Coordination Session	05/09/24	DTI team and PM	Establishment of Table Development Coordination Session	
People Data	Reports inventory	05/09/24	Deputy Comptroller, Budget Department, and PM	Make sure Budget reports and accounted for.	
People	Status Report	05/10/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Processes	PALM System and Processes	05/15/24	Deputy Comptroller, Policy Coordinator, and PM	Go over department systems	
People Data	FLAIR to PALM Reports	05/16/24	Access Manager, Deputy Comptroller, Accountant IT specialist, and PM	To make sure report are cover.	
People Technology	DTI Weekly Status report	05/16/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People	Status Report	05/17/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Technology Data	API002 and API031 updates	05/23/24	Comptroller's Staff, IT Team and PM	Provide updates on files changes for DOE	
People Technology	DTI Weekly Status report	05/23/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People	Status Report	05/24/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Data	Data Cleanse	05/24/24	Agency SME's and PM	Data cleanse task	
People Technology	DTI Weekly Status report	05/30/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People	Status Report	05/31/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Processes Data	Contracts Conversions	06/04/24	Procurement team, Grant Managers, Deputy comptroller and PM	Conversions for contracts	
People Technology	DTI Weekly Status report	06/06/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People Technology	Data Table API020 Finalization	06/13/24	Data Table API020 Finalization	Data Table API020 Finalization	
People	Status Report	06/14/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Technology Data	Data Table API020 Finalization	06/19/24	DTI team and PM	Complete Data table for API020	
People Technology	DTI Weekly Status report	06/20/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	

People	Status Report	06/21/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Processes	UAT and training discussion	06/24/24	SME's and PM	Development of UAT outline and training plan	
People	DOE PALM DTI Expectations	06/24/24	DTI leadership, Deputy Comptroller, and PM	meeting to help define DTI expectations with regards to DOE PALM project.	
People Technology	DTI Weekly Status report	06/28/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Matt Kirkland	matt.kirkland@fldoe.org	07/12/24
March - April 2024	Matt Kirkland	matt.kirkland@fldoe.org	05/13/24
January - February 2024	Matt Kirkland	matt.kirkland@fldoe.org	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOEA
- Readiness Workplan

DOEA Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Randy Pupo

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 11
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 18
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 62.09%**
- Submitted On Time = 11
- Submitted Late = 15
- Pending Submission = 10

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	75% - Consolidating/Inputting Information for Submission		Still working to document processes across division. RFQ in process to hire temporary staff to assist in compiling procedures and cross walking to PALM.		
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23			Temporary staff to be hired FY 24/25 to manage PM related tasks		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23			Implementation schedule baseline still being constructed. PM processes in the works.		
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23			Temporary staff to be hired FY 24/25 to manage PM related tasks		
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23			Temporary staff to be hired FY 24/25 to manage PM related tasks		
	N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23			Implementation schedule baseline still being constructed. Temporary staff to be hired FY 24/25 to manage PM related tasks.		
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24			Implementation schedule baseline still being constructed. Temporary staff to be hired FY 24/25 to manage PM related tasks.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	06/05/24	All configuration workbooks have been completed.	Submission Complete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		Working on updating and identifying the business processes and how they tie to specific reports. Evaluating previous entries and their necessity. Temporary staff began with agency to compile and organize procedures in order to crosswalk to PALM processes.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/12/24	Business system related, no anticipated remediation.	Submission Complete	
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24			Implementation schedule baseline still being constructed.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/11/24	Enough responses received to begin analysis	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24	Spoke with sections within finance to understand maintenance of accurate data. Document created for overall data clean up management shared and will update as necessary.	Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Working on updating and identifying the business processes and how they tie to specific reports. Evaluating previous entries and their necessity. Temporary staff began with agency to compile and organize procedures in order to crosswalk to PALM processes.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	04/29/24	No business systems interacting with FLAIR.	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24	Verified needs with department heads.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	04/29/24	No interface needs.	Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	05/24/24	Business system related, no anticipated remediation.	Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24	Due to storm related delays task was submitted late.	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24			Implementation schedule baseline still being constructed.		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/11/24	Some positions will be filled when staff	Submission	

N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering	aug team is officially hired in FY24/25	Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering	Project manager task when they begin. Likely will not be ready by 8/2.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24	Will be adding two more users once an email is established with agency. Two new employees.	Submission Complete
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24	Submitted by Randy Pupo.	Submission Complete
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering			
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24				

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 27</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 11</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 1 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 1 Disbursements Mgmt. = 2 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 4 Projects Mgmt. = 0 Revenue Accounting = 2 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 16</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 4 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 16</p> <ul style="list-style-type: none"> Related Business Process Groupings = 0 Planned Spreadsheet Uploads = 0 <ul style="list-style-type: none"> Level of Impact: People Changes High = 0 Medium = 0 Low = 1 None = 0 Uncertain = 0 Level of Impact: Processes Changes High = 2 Medium = 1 Low = 0 None = 0 Uncertain = 1 Level of Impact: Technology Changes High = 0 Medium = 2 Low = 0 None = 0 Uncertain = 0 Level of Impact: Data Changes High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 1 Segments I & II Documentation Update Status Not Started = 0 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 5</p> <ul style="list-style-type: none"> Criticality: High = 0 Med = 0 Low = 0 None = 2 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 1 Not Started = 0 <p>Cataloged Interfaces = 7</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 0</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 75 Continued Use - Yes = 49 Continued Use - No = 0 Associated Business Systems = 6 <p>Cataloged Reports = 37</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 3 Low = 8 None = 17 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 20 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 268 Planned Local Funds = None Planned Organization ID's = 81 Planned OA1's = 665 Planned OA2's = None <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 5 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOEA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Internal manual processes - uncertain how these may be impacted and what measures are needed.	Open	4 (Medium/Medium)	Ongoing staff aug to address Task 328.	Staff personnel on boarding, approx start date 6/3/2024	05/24/24	Glenn Elmer
People	current staff not as proficient in new technology. Could result in a slower implementation.	Open	4 (Medium/Medium)	As vacancies occur, targeting candidates with increased technological skills.	ongoing	05/24/24	Glenn Elmer

DOEA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	staffing level limitations result in difficulties in meeting Palm activity deadlines.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	requested Palm funding to secure a dedicated OPS position for Palm readiness activities. Request supposedly submitted but not privy to when submission occurred.	Only \$40,000 secured. Does not provide sufficient funding to begin to address needs. Delays will result in	12/01/23	Glenn Elmer

People	Staff limitations still exist	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Continue to identify options. Solution has not been identified.	Issue remains	07/01/24	Glenn Elmer
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DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates

DOEA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period	Comments or Updates
People Processes	Speaking with current agency sponsor about the agency readiness survey creation and the RFQ in place for temporary staff to assist with completing some overdue tasks	05/14/24		Attempt to catch up on overdue tasks before busy time of Year End Activities		
Data	Reviewing resources to aid in clean up activities and where to begin on creating clean up processes	05/14/24	Accounting	Find best practices for our agency to clean up data and then maintain the clean up over two separate year end closings		
Processes	Meeting set with Agency Sponsor and SME to analyze needs of temp staff that will be coming in and the areas of focus to bring PALM tasks up to date	05/17/24		Determine the best course of action to sort through current processes and how the staff can be most efficient in completing tasks specific to business process documentation		
Data	Sent out a working document of current data clean up processes and asked to review and update during year end processing	06/07/24		To create an agency procedure document for data clean up and maintenance. Currently we clean annually, during year end.		

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Randy Pupo	pupor@elderaffairs.org	07/10/24
March - April 2024	Randy Pupo	pupor@elderaffairs.org	05/14/24
January - February 2024	Glenn Elmer (CFO posit elmere@elderaffairs.org)		03/13/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOH
- Readiness Workplan

DOH Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Robert Herron

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 17
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 85.63%**
- Submitted Complete = 11
- Submitted Incomplete = 1
- Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 99.77%**
- Submitted On Time = 35
- Submitted Late = 1
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/08/24	DOH will not be configuring anything for Area ID and OA2	Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	Pending Resubmission	06/14/24	Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Interface files have updates based on questions or corrections asked to the PALM team, thus interface file is not finalized. 2) Some questions asked about the interfaces from Segment I for remediation are crucial and many technical decisions are made based on the answers provided by PALM 3) Part of remediation and data dependencies are contingent on Segment IV and recap in October	Submission Incomplete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/05/24	Submitted survey results form and survey questions on 06/05/24	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/10/24		Submission Complete	06/18/24
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/14/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/06/24		Submission Complete	06/13/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

Implementation:

Planned Florida PALM End Users = 457

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 17

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 4
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 4
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 62

• Related Business Systems = 10

• Related Reports = 27

• Documentation Status:

- Complete = 62 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 62

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 3

• Level of Impact: People Changes

- High = 62 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Level of Impact: Processes Changes

- High = 62 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Level of Impact: Technology Changes

- High = 47 Medium = 0 Low = 0 None = 15
Uncertain = 0

• Level of Impact: Data Changes

- High = 62 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 62

Current-State:

Cataloged Business Systems = 58

• Criticality:

- High = 58 Med = 0 Low = 0 None = 0

• Documentation Status:

- Complete = 58 Partial = 0 Not Started = 0

Cataloged Interfaces = 39

- Inbound Interfaces = 21

- Outbound Interfaces = 15

Implementation:

Business Systems Planned for Integration = 50

• Segment I - Documentation Updates:

- Complete = 50 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 46 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 4

Planned Interfaces = 27

- Inbound Interfaces = 6

- Outbound Interfaces = 17

Current-State:

Unique FLAIR Data Elements = 629

• Associated Unique Uses = 646

- Continued Use - Yes = 0

- Continued Use - No = 0

• Associated Business Systems = 1

Cataloged Reports = 653

• Criticality:

- High = 947 Med = 0 Low = 0 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 96

• Asset Management (AM)

- Planned Location Codes = 356

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 4529

- Planned Local Funds = None

- Planned Organization ID's = 10620

- Planned OA1's = 2830

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 5

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOH Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Lack of Testing Environment: Subject matter experts can determine the processes needed, document those processes, and train staff within a sandbox environment prior to go live. Subject matter experts can also start working through processes and identify gaps for the staff and determine additional training requirements.	Open	9 (High/High)	DOH has raised this risk to PALM Project. The delivery of test environment is scheduled in April 2025. Upon delivery of this we will remove the risk.	Lack of testing environment for Financials and Payroll wave. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024	02/14/22	PALM & DOH
Processes Technology	Awaiting confirmation and finalized requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks.	Open	9 (High/High)	Pre-design and design activities based on calculated assumptions.	As the requirements, interfaces, process flows, and updates to interfaces files and reports come to us in Segments; Review, process changes and remediation are fragmented. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024	02/14/22	PALM & DOH
People Processes Technology Data	Payroll Design Sessions are scheduled to complete / finalize by the PALM project in July-October 2024 (Segment IV). Agencies may not have enough time to understand and implement change of processes, requirements, interface files.	Open	9 (High/High)	Pre-design and design activities based on assumptions. Our most complex business operations are based on Payroll design and requirements. This gives us on 12 months to remediate some of Department's key applications.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	04/30/24	PALM & DOH
Processes	Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code.	Open	9 (High/High)	DOH would like to review the envisioned example of a Trial Balance and speed key. DOH would like to see the account field values and an explanation of how the account field enables us to record the current level of information. Meeting set up with DFS the week of 4/29 and 05/06	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	04/30/24	PALM & DOH
Processes	The intention is for DFS to setup all of our organization codes and they have to route through their team for an approval process as well.	Open	9 (High/High)	Work with PALM and DFS to set up a successful Service Level Expectation.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	08/16/23	PALM & DOH
Technology	Lack of prototype system. Agency would like a demo of the overall process in the PALM to better understand how the processes would start and end.	Open	9 (High/High)	DOH would like to see a prototype system, actual screens so SME's can figure out the processes.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	08/21/23	PALM & DOH

Processes	DOH currently uses multiple RDS and existing reports in preparation of Federal Grant Reporting. DOH is concerned how the agency will generate Grant Reporting within PALM.	Open	9 (High/High)	Review and understanding of Grant Reporting functionality within PALM	Within the realm of financial audit, we need to show financial documents in support of financial activity. This is the need that we have identified at our agency. Reviewed & Updated: 06/14/2024	08/23/23	PALM & DOH
Processes	PALM eliminating the IBI field for DOH	Open	9 (High/High)	Department recognizes and has addressed this risk with the PALM Project team. Department is waiting for further guidance from the PALM project team.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/14/22	PALM & DOH
People Processes Technology	The training timeframe given will not be enough time for us to create and launch agency specific trainings. End users won't have time to take them before go live either.	Open	9 (High/High)	We have to be trained by PALM, train our trainers or area SMEs, and build agency specific trainings (on top of the trainings we'll have to update due to the impacts of PALM)	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	09/25/23	PALM & DOH
Technology	Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques	Open	6 (High/Medium)	DOH can create DOH's specific training. SPM team is part of PALM Readiness updates and is attending all PALM meetings.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/14/22	PALM & DOH
Processes	With the implementation of PALM there will be many enterprise processes that are overseen by one agency that will impact all agencies. One example of this is DFS. DFS oversees areas such as Vendor Relations, Auditing, Financial Statements and New Account Codes. DFS will solely establish processes that will impact the successful implementation of PALM at the agency level based on these processes in relation to PALM being provided prior to implementation.	Open	6 (High/Medium)	DFS publishes the processes well in advance for DOH has time to adapt and modify current processes.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	10/18/23	PALM & DOH
People Processes	Enterprise entities like AG/IG's offices or Agencies like DMS, DFS may present new processes / changes at or close to Go-Live or during Hypercare, that may present more work on the Agency. For example, auditing of payments and the increased number of returns and possibly hold up of payments all while transitioning and learning how to work within PALM. Back in 2019 when we went live with the Statewide Travel Management System (STMS), our trips were sampled for audit and returned by DFS increased from approximately 0-2 trips returned per month to 34 trips returned in April 2019 and 197 trips returned in May 2019. Once these trips were returned, we had to review the return and clear up the issue with the returns which meant coordinating with each traveler for each trip returned. This was very time consuming and a struggle to learn a new system and deal with the influx in sampled trips being returned.	Open	6 (High/Medium)	DOH would like to know if there are any new processes and changes that are discussed at Enterprise level that will impact DOH	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/21/24	PALM & DOH
Processes	Payroll Reallocation Voucher Adjustment: • How will we complete payroll reallocations for a voucher that posted in FLAIR in November or December 2025 when PRP is to process in January 2026 using the PALM data? • How will FIRS or CHDs edit or correct any vouchers between July-Dec 2025 when we go to PALM Jan 2026? • If only the balances are rolling over to PALM, then what about the voucher details? This is specific for Payroll Reallocation, but this will be true for all Vouchers.	Open	4 (Medium/Medium)	DOH needs to know how this will work in PALM	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	10/18/23	PALM & DOH

DOH Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Changes to PALM website and PALM Production: Our agency is taking a lot of effort to educate and train technical and non-technical staff. Constant changes disrupts processes and it takes time to find the same information and retrain staff. For e.g., our technical staff was well versed in accessing Smartsheet for interface and reports for creating our DOH warehouse.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Retrain staff		10/31/24	Sheetal Shidhaye Terri Mulkey

DOH Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc.	Logged	06/28/23	All DOH systems	PALM Project has identified all impacted enterprise applications.	
People Processes Technology Data	PALM will maintain the project "On schedule"	Logged	06/28/23	All DOH systems	DOH PALM team relies on PALM Project schedule and plans deliverables and tasks accordingly. Resource allocation is also heavily based on PALM schedule.	
People Processes	Enterprise entities like AG/IG's office, or Agencies like DMS, DFS will not add changes or new processes at Go-Live or during PALM HyperCare period	Logged	02/14/24	DOH staff	DOH PALM team has addressed this with the RC in our Readiness Meeting	

DOH Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

People Processes	DOH Core Meeting	05/01/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes Technology Data	Asset Management System - PALM Working Session	05/06/24	PM, TL, EAS, Asset Management SME	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	PALM - CHD Meeting	05/08/24	Key Stakeholders, SME, and PM	Discussion of PALM remediation updates with SME from CHD.	
People Processes	Review AFAM Processes Meeting	05/13/24	Key Stakeholders, AFAM Team, TL, Devs	Discussion on AFAM Processes	
People Processes	Q&A API Review (Inbound & Outbound)	05/14/24	Key Stakeholders, PM, TL, BA	Discussion of PALM Interfaces and questions.	
People Processes Technology Data	CORTNE Cadence	05/17/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting
Technology Data	EAS Cadence	05/21/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Technology Data	CORTNE Cadence	05/21/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting
People	2nd PALM Flyer	05/22/24	SPM Team, BA	Discussion regarding next PALM newsletter for DOH.	
People Processes Technology Data	FIRS Meeting	05/22/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	05/22/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes Technology Data	CORTNE Cadence	05/28/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting
Technology Data	EAS Cadence	05/28/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Technology Data	FIRS Cadence	05/29/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting - Discussed PRP questions
Technology Data	AFAM Meeting	05/30/24	AFAM Team, TL, Devs	Working session with AFAM Team to understand processes.	Weekly Meeting
People Processes Technology	CMS-VPS Meeting	05/30/24	CMS Team, Key Stakeholders, PM, TL	Discussion on how VPS application will approach PALM remediation.	
People Processes	PALM Remediation Tasks	05/31/24	Key Stakeholders, PM	Review EAS applications, status, and remediation timelines.	
People Processes Technology Data	CORTNE Cadence	06/03/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Technology Data	Asset Management System - PALM Working Session	06/03/24	PM, TL, EAS, Asset Management SME	Create understanding between ABS team and DOH PALM team regarding Remediation	
Technology Data	EAS Cadence	06/04/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Technology Data	FIRS Cadence	06/05/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting - Spending Plan Demo & L3 & L4 Manager Questions
People Processes	DOH Core Meeting	06/05/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes	PALM FDW/Interfaces/CJT Meeting	06/06/24	Key Stakeholders and PM	Meeting to discuss FDW, PALM interfaces, and CJT application.	
People Processes Technology Data	CORTNE Cadence	06/10/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Data	Review Revenue Batch Job	06/10/24	OBRM, AFAM, PM, TL, BA	Discussion with OBRM regarding specific ABS	
People Processes	Review PALM Payroll Processing	06/11/24	Key Stakeholders, PM	Discussion with Payroll team to address questions and concerns regarding PALM implementation	
Technology Data	EAS Cadence	06/11/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
People Processes Technology Data	FIRS Cadence	06/12/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	06/12/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.

				<p>prioritization and approvals</p> <ul style="list-style-type: none"> Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	
People Processes Technology Data	CORTNE Cadence	06/17/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	DOH PIT - Strategic Asset Tracking System	06/17/24	PM, TL, EAS, Asset Management SME	Create understanding between ABS team and DOH PALM team regarding Remediation	Discuss changes to Strategic Asset Tracking System, review Functional Design Document, review Inbounds and Outbound PALM files, and discuss next steps
People Processes Technology Data	Asset Management System - PALM Working Session	06/17/24	PM, TL, EAS, Asset Management SME	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	Revenue Batch Job	06/18/24	PM, TL, AFAM Team, OBRM Team	Discuss CHD Cash Budget Report (CADBCHD), Bi-weekly Federal Reimbursement/draws, and OCA validation	
Technology Data	EAS Cadence	06/18/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
Processes Technology Data	Qlik - PALM Updates	06/18/24	Qlik Team, TL, PM	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	FIRS Cadence	06/19/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	06/19/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes Technology Data	FIRS Cadence	06/26/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DOH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Robert Herron	robert.herron@flhealth.gov	07/10/24
March - April 2024	Robert Herron	robert.herron@flhealth.gov	05/08/24
January - February 2024	Robert Herron	robert.herron@flhealth.gov	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOL
- Readiness Workplan

DOL Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Becky Ajhar

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 8
- Duplicate Filled Role = 8
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.17%**
- Submitted Complete = 11
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 94.17%**
- Submitted On Time = 33
- Submitted Late = 2
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/10/24	AR - Added missing org value, AM - Selected NO update, GL - ORG Tree structure added	Submission Complete	05/16/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks. 5/29 - Documentation for business processes reviewed and completed. Areas which require remediation have been identified and currently being updated by Finance Department, ETC unknown. 7/12/24 - Documentation updates still pending for submittal		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/14/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. 7/12/24 - Documentation updates still pending for submittal		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/10/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			06/28/24
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress	07/09/24			

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 22</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 1 Disbursements Mgmt. = 1 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 3 Projects Mgmt. = 0 Revenue Accounting = 1 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 5 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 91 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Process Groupings = 2 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 5 Complete = 0 	<p>Current-State:</p> <p>Cataloged Business Systems = 7</p> <ul style="list-style-type: none"> Criticality: High = 7 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 30</p> <ul style="list-style-type: none"> Inbound Interfaces = 28 Outbound Interfaces = 2 <p>Implementation:</p> <p>Business Systems Planned for Integration = 6</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5 Segment II - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5 <p>Planned Interfaces = 21</p> <ul style="list-style-type: none"> Inbound Interfaces = 8 Outbound Interfaces = 11 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 29 Continued Use - No = 0 Associated Business Systems = 0 <p>Cataloged Reports = 76</p> <ul style="list-style-type: none"> Criticality: High = 0 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 9 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 53 Planned Local Funds = None Planned Organization ID's = 40 Planned OA1's = 7 Planned OA2's = 108 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 5 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOL Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	One Super-User (Senior Financial Analyst) left the agency; as a result, the loss of historical knowledge pertaining to reporting and system administrative tasks may be a concern and may impact PALM training activities and implementation.	Open	9 (High/High)	Lottery will prioritize and advertise position, new hire TBA.		06/24/24	Finance
Technology Data	The Florida Lottery's new Claims and Payment system (CAPS) is scheduled to go live on July 27, 2024. The implementation of Lottery's CAPS may impact PALM training activities. The new CAPS will be replacing the current system known as Fortune.	Open	3 (Low/High)	Develop a proactive strategy for the upcoming launch of the new CAPS; will focus on early communication, training for PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data.	Ongoing	09/07/23	Chris Rorison

DOL Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DOL Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes	Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments)	Logged	01/25/24	People First	

DOL Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Data	Remediate Agency Business Systems based on Segment I	05/13/24	Chris Rorison, Stella Bargas, Meghan Gregg, Debbie Martin, Melissa Ging, Diego Tolmos	Discuss task 519	
People Processes Data	Palm task review meetings - Lottery team	05/13/24	Chris Rorison, Stella Bargas, Meghan Gregg, Debbie Martin	Discuss task 515	
People Data	Palm task review meetings - Systems based on Segment I	05/22/24	Meghan Gregg, Debbie Martin	Discuss task 516	
People Processes	Palm task review meetings - Lottery team	06/24/24	Meghan Gregg, Stella Bargas	Discuss tasks 515, 533, and upcoming tasks due in July and August	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Rebecca Ajhar	ajharb@flalottery.com	07/12/24
March - April 2024	Rebecca Ajhar	ajharb@flalottery.com	05/10/24
January - February 2024	Rebecca Ajhar	ajharb@flalottery.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOR
- Readiness Workplan

DOR Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Clark Rogers

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 65.83%**
- Submitted Complete = 7
 - Submitted Incomplete = 1
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 91.94%**
- Submitted On Time = 30
 - Submitted Late = 5
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/24/24		Submission Complete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/12/24		Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Remediation of Agency Business Systems have multiple dependencies (RADS is being migrated to SUNTAX, getting data from the data warehouse, and not being able to remediate SAP systems without having all segments rolled out).		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/14/24
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	07/02/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			06/28/24
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 101

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 227

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 32

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 439

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 56

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 23
- Accounts Receivable = 21
- Asset Accounting and Mgmt. = 6
- Banking = 1
- Budget Mgmt. and Cash Control = 16
- Contracts Mgmt. = 9
- Disbursements Mgmt. = 27
- Grants Mgmt. = 5
- Inter/IntraUnit Transactions = 15
- Payroll Mgmt. = 8
- Projects Mgmt. = 1
- Revenue Accounting = 1
- System Access and Controls = 11

Role Mapping = TBD

Training = TBD

• Related Business Systems = 12

• Related Reports = 42

Documentation Status:

- Complete = 220 Partial = 2 Not Started = 3

Implementation:

Impacted Agency Business Processes = 227

- Related Business Process Groupings = 11
- Planned Spreadsheet Uploads = 6
- **Level of Impact: People Changes**
 - High = 19 Medium = 16 Low = 55 None = 3 Uncertain = 3
- **Level of Impact: Processes Changes**
 - High = 22 Medium = 17 Low = 43 None = 3 Uncertain = 9
- **Level of Impact: Technology Changes**
 - High = 18 Medium = 21 Low = 46 None = 10 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 13 Medium = 22 Low = 29 None = 5 Uncertain = 26
- **Segments I & II Documentation Update Status**
 - Not Started = 33 In Progress = 37 Complete = 8

Criticality:

- High = 31 Med = 1 Low = 0 None = 0

Documentation Status:

- Complete = 32 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 17
- Outbound Interfaces = 13

Implementation:

Business Systems Planned for Integration = 26

- **Segment I - Documentation Updates:**
 - Complete = 23 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 0
- **Segment II - Documentation Updates:**
 - Complete = 24 Updating = 2 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 28

- Inbound Interfaces = 6
- Outbound Interfaces = 15

• **Associated Unique Uses = 838**

- Continued Use - Yes = 392

- Continued Use - No = 0

• **Associated Business Systems = 9**

Cataloged Reports = 205

Criticality:

- High = 218 Med = 16 Low = 16 None = 0

Implementation:

Segments I & II Planned Configurations = 8/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 2
 - **Asset Management (AM)**
 - Planned Location Codes = 55
 - Planned Associated Area ID's = 62
 - **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
 - **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 456
 - Planned Local Funds = None
 - Planned Organization ID's = 34
 - Planned OA1's = 9
 - Planned OA2's = 4
- Conversions & Data Readiness**
- Conversions Needed = 5
 - Agency Data Outside of Primary Source System(s) = 2
 - **Data Readiness/Cleansing Status:**
 - Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	PALM Project has not provided a data dictionary and data mapping to provide a crosswalk for data elements.	Open	9 (High/High)	DOR continues to communicate to the PALM project of this risk and issue at monthly Touchpoint meetings. The PALM project says they will bring this up to their technical staff.	Newly logged risk.	06/25/24	Jeff Miller
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM project staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO
People	The Director of Financial Management, Shannon Segers, is retiring June 30, 2025. He is also the Agency Liaison and ESC member for DOR.	Open	4 (Medium/Medium)	We have implemented a succession plan. We have hired a new Deputy Director of Financial Management and will also have an overlapped position for the Director of Financial Management. The new Deputy Director will also be the backup Agency Liaison. A new ESC member will be selected from one of these individuals.	New Risk.	06/17/24	Shannon Segers
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on	Open	3 (High/Low)	Need to continue to receive this file from DMS in order to process RT collections for Commerce.	New Risk, also logged as an assumption.	02/29/24	Wynette Davis, Steve Welch

	employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.							
Technology	RADS system is being migrated to SAP (SUNTAX) at the same time SUNTAX will need to be remediated for PALM interfacing. Interface testing begins January 2025 and UAT is planned for April 2025 and full integration testing planned for July 2025. RADS migration to SUNTAX will need to be completed and remediated for PALM by July 2025.	Open	3 (High/Low)	We have a new contracted SAP developer to work on system remediation for PALM migration and can help with RADS migration to SUNTAX. Many of the same resources working on RADS migration are also involved in ABS remediation.	New Risk.	03/26/24	Miranda McClure, Steve Welch	
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Open	3 (High/Low)	Unable to mitigate at agency level; must be mitigated by the enterprise.	New Risk, also logged as an assumption.	06/28/24	Shannon Segers	

DOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	2/29/24: Request that this information be sent from DMS as is done currently.	Issue opened February 2024	05/31/24	Wynette Davis
Processes	DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released.	Issue opened May 2024	08/30/24	Miranda McClure
People Processes	Currently, PALM has the design laid out that there will be single payments for refunds which will create a large volume of distribution vouchers that will have to be manually done by workers creating more time, effort, and staff.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Issue has been brought up to PALM to bring up to A&A technical staff.	Issue opened June 2024	12/31/24	Wynette Davis

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Logged	02/27/24	General Tax Administration	Need to continue to receive this file from DMS in order to process RT collections for Commerce.
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations.
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing. 6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First.
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Logged	06/28/24	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	This is necessary for agencies to fully validate the remediated agency business systems.

DOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Conducted orientation discussion of FLAIR capabilities and comparison to PALM functionality.	06/27/24	CAMS, SUNTAX, EXE business systems	Provide developers who will be remediating agency business systems with an initial understanding of FLAIR functionality.	6/27/24: New activity.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Clark Rogers	shannon.segers@floridarevenue.com	07/12/24
March - April 2024	Clark Rogers	shannon.segers@floridarevenue.com	05/08/24
January - February 2024	Clark Rogers	shannon.segers@floridarevenue.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOS
- Readiness Workplan

DOS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Jennifer Kennedy

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 95.00%**
- Submitted Complete = 11
- Submitted Incomplete = 0
- Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 75.58%**
- Submitted On Time = 17
- Submitted Late = 11
- Pending Submission = 8

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	50% - In Progress		Task should be completed by 7/15.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/20/24		Submission Complete	06/06/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24					
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/20/24		Submission Complete	
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	50% - In Progress		Task should be completed by 7/15.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24					
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24					
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24					
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/20/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/20/24		Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		Submission Complete	

N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24				
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/17/24		Submission Complete
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24				
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24				
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24				

People	Processes	Technology	Data
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The staff and stakeholders affected by your agency's transition to Florida PALM.

The sequence of procedures to accomplish a business objective.

The applications or tools used to process, track, or report on financial operations.

Information used in or produced from an agency's financial business operations.

Implementation:

Planned Florida PALM End Users = 15

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 7

• **SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2

- Accounts Receivable = 2

- Asset Accounting and Mgmt. = 0

- Banking = 2

- Budget Mgmt. and Cash Control = 2

- Contracts Mgmt. = 1

- Disbursements Mgmt. = 3

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 2

- Payroll Mgmt. = 1

- Projects Mgmt. = 1

- Revenue Accounting = 2

- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 10

• Related Business Systems = 1

• Related Reports = 21

• **Documentation Status:**

- Complete = 7 Partial = 2 Not Started = 1

Implementation:

Impacted Agency Business Processes = 10

• Related Business Process Groupings = 5

- Planned Spreadsheet Uploads = 0

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 1 None = 0 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 1 None = 0 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 0

• **Segments I & II Documentation Update Status**

- Not Started = 9 In Progress = 0 Complete = 0

Current-State:

Cataloged Business Systems = 4

• **Criticality:**

- High = 1 Med = 0 Low = 0 None = 1

• **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 67

• **Associated Unique Uses = 138**

- Continued Use - Yes = 0

- Continued Use - No = 0

• **Associated Business Systems = 2**

Cataloged Reports = 241

• **Criticality:**

- High = 0 Med = 0 Low = 1 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 3

• **Asset Management (AM)**

- Planned Location Codes = 35

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 498

- Planned Local Funds = None

- Planned Organization ID's = 144

- Planned OA1's = 36

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 4

• Agency Data Outside of Primary Source System(s) = 0

• **Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Current staff have little knowledge of the details of current Access Database being used to extract transaction data.	Open	6 (Medium/High)	Department currently exploring options for hiring staff with extensive Access experience to fill knowledge gaps.	The Department has received Administered funds for the purposes of preparations for Florida PALM. These funds are intended to be used for hiring a project manager and consultant to assist with agency efforts. The Department has chosen to redirect efforts to hire additional staff by bringing on OPS staff to assist with project management and system implementation. The Department has onboarded new Project Manager Marc Weeks.	03/08/24	Antonio Murphy

						Marc is currently working with End Users to understand daily functions in order to develop updated risks and change challenges.		
--	--	--	--	--	--	---	--	--

DOS Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	End users have refined processes and a strong affinity for FLAIR. The current sentiment is, "Why fix it if it isn't broken?" I believe this could also be an issue within other organizations and state departments.	Open	Low - All impacts not listed as Critical or High	Set as an agenda item with the change champion network, this issue will be an ongoing challenge.		12/31/24	Marc Weeks

DOS Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

DOS Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation
<p>As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p> <p><input type="button" value="Submit"/></p> <p>Privacy Notice Report Abuse</p>

DOS Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	07/15/24
March - April 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	05/14/24
January - February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DVA
- Readiness Workplan

DVA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

AI Carter

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 8
- Duplicate Filled Role = 13
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 83.57%**
- Submitted Complete = 11
- Submitted Incomplete = 2
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 85.12%**
- Submitted On Time = 23
- Submitted Late = 11
- Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	05/30/24
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	ETA by July 2024.	Submission Incomplete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	ETA by July 2024 - RFQ in process	Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/29/24		Submission Complete	
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	75% - Consolidating/Inputting Information for Submission		Agency is following the timelines for requirements as posted by the PALM Executive Committee. Agency will further refine this schedule upon hiring of a Project Manager. Procurement is underway. 6/28/2024. Agency still working that though the hiring process. First vendor not qualified. Second vendor selected on or about 21 June. Awaiting funding for FY 2024/25		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	50% - In Progress				
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24					

People

Processes

Technology

Data

The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 60</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 9</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 5 Accounts Receivable = 5 Asset Accounting and Mgmt. = 5 Banking = 3 Budget Mgmt. and Cash Control = 5 Contracts Mgmt. = 9 Disbursements Mgmt. = 5 Grants Mgmt. = 9 Inter/IntraUnit Transactions = 9 Payroll Mgmt. = 3 Projects Mgmt. = 9 Revenue Accounting = 5 System Access and Controls = 5 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 102</p> <ul style="list-style-type: none"> Related Business Systems = 2 Related Reports = 39 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 20 Partial = 59 Not Started = 2 <p>Implementation:</p> <p>Impacted Agency Business Processes = 102</p> <ul style="list-style-type: none"> Related Business Process Groupings = 7 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 102 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 100 None = 2 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 102 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 102 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 51 Complete = 34 	<p>Current-State:</p> <p>Cataloged Business Systems = 2</p> <ul style="list-style-type: none"> Criticality: High = 1 Med = 1 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 2 Not Started = 0 <p>Cataloged Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = -1 Outbound Interfaces = 0 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 48 Continued Use - No = 0 Associated Business Systems = 0 <p>Cataloged Reports = 49</p> <ul style="list-style-type: none"> Criticality: High = 41 Med = 3 Low = 5 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 10 Asset Management (AM) Planned Location Codes = 38 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 149 Planned Local Funds = None Planned Organization ID's = 28 Planned OA1's = 14 Planned OA2's = None <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 5 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 3 In Progress = 2 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DVA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	Setup and Integration Staffing	Open	9 (High/High)	Agency is seeking to hire contract personnel to support the setup and integration of FLORIDA PALM within the Agencies overall structure. This is an unfunded mandate and the Agency critically needs these assets to support a successful transition of this system. The Agency submitted a Legislative Budget Request to secure funding mitigate this shortfall.	No subject matter expertise in local area. Agency is challenged to hire its internal staffing shortages. 8 March: Received solicitation documents from DBPR and will use them to develop solicitations for Agency. 14 May 2024: Reviewing question responses from Vendor but initial assessment is the vendor is not qualified to do the work we require.	05/14/24	Al Carter, Chief of Staff
Processes Technology	PeopleFirst Payroll integration may be impacted as we are unclear how this interface will work.	Open	6 (Medium/High)	Monitor PeopleFirst updates to ensure we can adapt to any new dependencies that may evolve.	No change. 14 May 2024; No change; monitoring continues.	05/14/24	Al Carter, Chief of Staff
People	Contracting and Procurement	Open	6 (High/Medium)	Our Agency is unique and may require system remediation as a product of implementation as our processes and procedures change as federal, state, and local statutes, laws, and administrative codes change. FDVA may have to redesign or retool existing business processes and designs. This could impact the Agency meeting its deliverables to its clients and impact the overall implementation of the project statewide.	Continuous process. Agency continues to work with FLAIR, MATRIXCARE and the like to determine if PALM will seamlessly transition these programs in part of totally based on our Agency day-to-day requirements.. Agency met with one Vendor and provided questions for validate vendors ability to perform Project Management function. Based on initial responses to questions, indications are that it is doubtful the vendor can meet Agency requirements.	05/09/24	Al Carter, Chief of Staff

People Processes Technology Data	Resources and Functionality. Full implementation simultaneously with FLAIR-end is a risky proposition given the unknown compatibility issues with other systems and business processes our Agency employs to conduct its day-to-day operations.	Open	6 (High/Medium)	Mimic FLAIR functionality exactly or as close to this standard as possible. If there are deviations from FLAIR functionality, there should be extensive retesting and training, hopefully a year ahead of implementation. Agencies are limited in staff, support and available resources for the implementation and the execution following implementation. Allowing some lead time prior to implementation to prepare may reduce inherent risks.	In progress. 14 Apr 2024: Vendor, based on questions provided may not be able to provide the assistance our Agency needs. If this solicitation is not fruitful, this will significantly impact our timeline and ability to complete required and recommended tasks.	05/14/24	Agency Fiscal, Finance & Accounting, and Billing
People Processes	Agency size and small administrative staff has a few people having multiple roles.	Open	4 (Medium/Medium)	Staff will have to be flexible and OPS personnel may be required to augment existing staff to get project implemented.	Information Technology staff working to hire personnel to work the PALM infrastructure transition while simultaneously working its telephony and network infrastructure project. 8 Mar 2024: Agency is undertaking a telephone and infrastructure upgrade simultaneously as we work through PALM integration matters, making it difficult to focus limited Information Technology resources.	03/08/24	Dr. Teresa Stillwell/Romelle Dials
People Technology	IT staff has limited knowledge of the FLORIDA PALM system and will take time to get trained up, especially given their existing Agency requirements.	Open	4 (Medium/Medium)	We will have to grow IT Staff experience as we move through the implementation process.	Ongoing. Internal staff working to learn PALM nuances on top of revamping the Agencies telephone and network infrastructure statewide, with only 9 IT personnel. Agency has drafted and will be submitting a FY 2025/26 Legislative Budget Request for additional IT personnel to support PALM integration.	04/25/24	Al Carter, Chief of Staff
Processes Data	FLAIR and FLORIDA PALM data will be different in its representation which may cause challenges when performing data analysis functions.	Open	4 (Medium/Medium)	Staff will incur extra time and possible productivity lag when trying to crosswalk and translate data.	14 May 2024. Down two key team members during this reporting period, which slowed productivity. We have no 100% dedicated assets to this project as we are one person deep in most of our functional areas and those assets must do their day-to-day job as well as work through the PALM activities.	05/14/24	Al Carter, Chief of Staff
People Processes	Staff Turnover. Agency staff turnover while decreasing, still remains over 16% in the Administrative areas mostly impacted by FL PALM.	Open	4 (Medium/Medium)	We continue to put out job announcements and canvas local colleges and universities. The respective candidates respond that State salaries are too low. We don't have sufficient Agency budget to increase salaries to support our existing requirements, not to mention this increased workload. Reaching out to other Agencies to see what their strategies are, beyond contracting personnel.	Reached out to DoH on 7 March 2024 to determine what options they are using beyond contracting and to gain insights into the strategies they used to remediate infrastructure shortfalls. 14 May 2024: Job announcements continue to be reposted but to date, no bites in our immediate and surrounding areas.	05/14/24	Al Carter, Chief of Staff - Coordinator

DVA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Personnel to support the implementation of FLORIDA PALM within the Agencies processes	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request resources via the Legislative Budget Request process.	Legislative budget requests are granted at the end of the Legislative Session which occurs during the first week of May, but if approved, are effective 1 July of the next fiscal year.	08/30/24	Al Carter, Chief of Staff
People Processes Data	Submitted a contract solicitation for a Project Manager	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Solicitation done week of April 17, 2024. Will hopefully select an appropriate vendor to meet Agency needs.	Only one Vendor replied to procurement, and Agency is not confident the vendor can meet Agency needs.	05/31/24	Al Carter, Chief of Staff

DVA Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People	Funding will be approved/provided by the Florida Legislature to secure personnel needed to support the Agencies PALM transition.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	Requested in Agency LBR as of August 15, 2023	
Technology	Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	TBD after funding is secured. Procuring a vendor who can provide a Project Manager to oversee/support PALM integration O/A April 25, 2024.	
People Processes Data	FDVA Executive leadership, including Project Sponsor, will support the project by providing resources, access to systems and stakeholders and by supported the organizational change management strategy created by the project team.	Logged	09/18/23	Agency wide	State provided resources, but not timely to allow Agency to secure project management and contract support staff resources. Those agencies undergoing the initial implementation were able to secure contract staff with PALM and related accounting staff. Current solicitations have yielded only one vendor, who at initial glance may not be qualified to do the work.	
People Processes Technology	FDVA project stakeholders, involved parties, project team, and other involved parties will be available to provide support, feedback, and review of material to meet readiness	Logged	09/18/23	Agency wide	Missing project manager and some key IT and related accounting vendors to support this impending implementation. Working through this process.	

Data	requirements and project milestones.				
People Processes Technology Data	The State level Florida PALM project team will provide key information identifying the functionality, business processes, and timeline of the larger project, in a timely manner, to facilitate timely planning and execution.	Logged	09/18/23	State and Agency implementation team.	Agency continues to work with the assigned readiness coordinator to meet tasks. Our unique functions limit the amount of assistance that Ms. Thomas can render. Hopefully with the eventual hiring of a Project Manager, we will meet deployment objectives.

DVA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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DVA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Alfred D. Carter	al.carter@fdva.fl.gov	06/28/24
March - April 2024	Alfred D. Carter	al.carter@fdva.fl.gov	05/09/24
January - February 2024	Alfred D. Carter	al.carter@fdva.fl.gov	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for EOG
- Readiness Workplan

EOG Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Dawn Hanson

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 99.47%

- Submitted Complete = 18
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 98.89%

- Submitted On Time = 35
- Submitted Late = 1
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	03/25/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	05/23/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/06/24		Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/07/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/06/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/07/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/02/24			

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 8

- Business Process Groupings = 13/13
- Identified Subject Matter Experts = 4**
- SMEs by Business Process Grouping
- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt = 1

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 151

- Related Business Systems = 1
- Related Reports = 41
- **Documentation Status:**
- Complete = 151 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 151

- Related Business Process Groupings = 13
- Planned Spreadsheet Unloads = 1

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 1

- **Criticality:**
- High = 0 Med = 0 Low = 0 None = 1
- **Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 77**
- Continued Use - Yes = 30
- Continued Use - No = 26
- **Associated Business Systems = 1**

Cataloged Reports = 146

- **Criticality:**
- High = 39 Med = 39 Low = 62 None = 6

Implementation:

- Disbursements Mgmt. = 3
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 2
- Projects Mgmt. = 1
- Revenue Accounting = 2
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

• Level of Impact: People Changes

- High = 8 Medium = 29 Low = 33 None = 10
Uncertain = 3

• Level of Impact: Processes Changes

- High = 16 Medium = 29 Low = 27 None = 10
Uncertain = 3

• Level of Impact: Technology Changes

- High = 0 Medium = 0 Low = 0 None = 83
Uncertain = 2

• Level of Impact: Data Changes

- High = 28 Medium = 34 Low = 17 None = 6
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 69

Business Systems Planned for Integration = 1

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 1

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 1

Planned Interfaces = 1

- Inbound Interfaces = -1

- Outbound Interfaces = 1

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 2

• Asset Management (AM)

- Planned Location Codes = 97

- Planned Associated Area ID's = 415

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 381

- Planned Local Funds = None

- Planned Organization ID's = 68

- Planned OA1's = 105

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 5

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

EOG Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	The EOG has limited staff and technical/training resources.	Open	9 (High/High)	Discussed with FL Palm limited staffing resources and need for in person training.	No change.	10/31/23	Kelley Sasso
People Processes Technology Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	Open	9 (High/High)	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data.	No change.	04/16/24	Kelley Sasso
People	There will be many competing priorities for staff working on this project. Staff on the project may serve in more than one capacity and time may not be fully dedicated to accounting and FL PALM work.	Open	6 (Medium/High)	The EOG will monitor staff workload.	No change.	10/31/23	Kelley Sasso
People Processes	FL PALM transactions are based on roles with an approval workflow. Because of EOG's limited staff, transactions requiring approvals will likely bottleneck with 1 or possibly 2 staff members. There is insufficient staffing for backup processors and approvers.	Open	6 (Medium/High)	The EOG has discussed this risk with FL PALM and communicated its inability to have role backups and the risk of transaction approval bottlenecks with so few individuals available to work on any given process. There exists the possibility for some transactions to utilize a spreadsheet upload of transactions rather than individual transaction approvals.	No change.	10/31/23	Kelley Sasso
People Processes Data	Nomenclature is changing in from FLAIR terms to PALM terms. Some fields in PALM are named the same as in FLAIR but with different meanings/uses. Examples are category, asset location, etc. This will primarily be a training challenge; however, there exists the risk that procedures, guidelines, data, queries, etc will be misinterpreted or not updated properly.	Open	6 (Medium/High)	The EOG will work to highlight terminology/naming differences to mitigate risk of confusion.	New.	06/06/24	Kelley Sasso
People Processes	Some of the FL PALM project activities and tasks coincide with the busiest times for financial and accounting agency resources.	Open	4 (Medium/Medium)	The EOG will monitor staff workload.	No change.	10/31/23	Kelley Sasso
People Processes	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Line 007 relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	Open	4 (Medium/Medium)	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accommodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vouchered. Noted during review of configuration values worksheet that DEM has been assigned 2 pmt handling codes. Also noted that ORIGIN will not work for differentiation since Works, MFMP, STMS are origins which both EOG and DEM use.	Updated upon review of most recent configurations values worksheets.	06/06/24	Kelley Sasso
People Processes	Due to limited staff and staff turnover, there exists a risk that relevant or important steps in a new or revised task will be missed or not completed.	Open	2 (Medium/Low)	The EOG will outline as many processes as possible to mitigate risk of missing a step. The EOG will ensure that all staff attend training, perform work during UAT, and have access to PALM resources when appropriate.	No change.	10/31/23	Kelley Sasso
People Processes Technology	With the revision of interfaces for all Enterprise business systems, such as Works, STMS, and MFMP, and staff learning the updates to all new systems with FL PALM, it may be more difficult to pinpoint the source of errors in transaction processing.	Open	2 (Medium/Low)	The EOG will monitor all tasks and attempt to report issues to all relevant parties.	No change.	10/31/23	Kelley Sasso
Processes Technology Data	The EOG uses a purchased software that accepts an FTP download of FLAIR recorded asset data and transmits the data to a mobile device for state asset inventory purposes. A risk exists that the inventory software is not ready to purchase during the first year of go-live.	Open	2 (Medium/Low)	The EOG will monitor progress with other state agencies who also use this software and/or have this business need. The EOG will test PALM's inventory solution during UAT to determine if it will meet our agency's needs.	No change.	04/16/24	Kelley Sasso
People Data	Risks relate to attachments of documents in FL PALM. Staff will need training on what can and	Open	1 (Low/Low)	The EOG will outline as many processes as possible to mitigate risk of incorrectly attached documents, and will	No change.	10/31/23	Kelley Sasso

should be attached or redacted prior to attaching in FL PALM.

ensure that all staff attend training and have access to PALM resources when appropriate.

EOG Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

EOG Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	EOG assumes that FL PALM will provide adequate in-person training and will assist in workflows where there is insufficient staff for approvals.	Logged	10/31/23	All Administrative Services.	Updated to consolidate this assumptions for all 4 critical operational elements. Removed duplicative assumptions.
People Processes Technology Data	EOG assumes that while processor roles cannot approve his/her own transactions, the processor can also be assigned an approver role, so that in all cases, staff can function as backup processors or approvers.	Logged	01/23/24	All Administrative Services.	Discussed with D. Thomas on 1/19/2024.

EOG Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Data	Updated EOG - PALM crosswalks for org code and other newly configured values	06/06/24	All Administrative Services and other users of accounting reports	Create a single crosswalk of commonly used FLAIR values to FL PALM values	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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EOG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	07/03/24
March - April 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	05/06/24
January - February 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	03/05/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FCOR
- Readiness Workplan

FCOR Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Ryan Schenck

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 13
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 93.33%**
- Submitted On Time = 33
- Submitted Late = 1
- Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		We have contracted with KPMG to assist with this task. We require TASK 328 to be completed. KPMG has completed meetings for the Business Process for Payroll, Account Management & Financial Reporting, Inter/Intraunit Transaction, Revenue Account, Contracts (3/25). KPMG is still working on narratives and flows at this point, and they just finished up an assessment with Acct Management and Financial reporting. This task will not be completed until KPMG finishes their process.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	05/24/24	FCOR doesn't have any ABS systems to update documentation.	Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/24/24	FCOR doesn't have any ABS systems to update documentation.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/20/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24	All data is currently being monitored for conversion		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/18/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/26/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24	Sponsor has reviewed.	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

Implementation:

Current-State:

Current-State:

Current-State:

Planned Florida PALM End Users = 15

• Business Process Groupings = 7/13

Identified Subject Matter Experts = 21

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 4
- Banking = 4
- Budget Mgmt. and Cash Control = 6
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 6
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 7
- Payroll Mgmt. = 3
- Projects Mgmt. = 8
- Revenue Accounting = 5
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Cataloged Business Processes = 11

• Related Business Systems = 0

• Related Reports = 12

• Documentation Status:

- Complete = 11 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 11

• Related Business Process Groupings = 2

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Level of Impact: Data Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 0

Cataloged Business Systems = 0

• Criticality:

- High = 0 Med = 0 Low = 0 None = 0

• Documentation Status:

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Unique FLAIR Data Elements = 72

• Associated Unique Uses = 221

- Continued Use - Yes = 183

- Continued Use - No = 10

• Associated Business Systems = 4

Cataloged Reports = 17

• Criticality:

- High = 8 Med = 8 Low = 1 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 12

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 16

- Planned Local Funds = None

- Planned Organization ID's = 31

- Planned OA1's = 4

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 4

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 2 In Progress = 2 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FCOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Data Analysis (Analyzing the patterns involved in data for the downstream system which the agency is currently working) which would impact remediation of the system by the deadline.	Open	9 (High/High)	Might Impact TASK 519, might not meet deadline (6/28). Need more information regarding Data fields involved in PALM to get a good understanding.	The current interfaces with PALM might not give a good insight regarding the Data fields.	02/21/24	David Eskin

FCOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026.	06/30/25	David Eskin, FDC Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance	TBD	01/06/26	Erica Starling, Financial Administrator

FCOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities	Logged	07/31/23	All agency business systems and CCN roles	Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.
People Processes Technology	FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.

FCOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	KPMG Weekly Meeting	05/01/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Data Cleanup Kickoff Meeting	05/01/24	Back Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Meeting to share and collect info related to the data cleanup activities required	
People	KPMG Meeting on Cash Reconciliation Mapping Process	05/01/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Cash Reconciliation process	
People	KPMG Meeting on HR Payroll Process Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the HR Payroll process	
People	KPMG Meeting on Contracts Management Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Contracts Management process	
People	PALM Update Meeting	05/07/24	Agency Liaisons and the new Organizational Change Manager	Meeting to introduce new OCM to the team and to get her up to speed on FL PALM	
People	KPMG Weekly Meeting	05/08/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
Technology	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
People	OCM Check-In and to discuss Task 524	05/13/24	Agency Liaison and OCM Lead	Meeting to give OCM Lead needed accesses and discussed Task 524	
People	KPMG Meeting on FLAIR Master File Cleanup Discussion	05/14/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and we had a checkpoint to go through KPMG's initial review	
People	KPMG Weekly Meeting	05/15/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Budget Release Postings Process Documentation Workshop	05/16/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Budget Release Postings process	
People	KPMG Meeting on Budget Management and Cash Control Process Documentation Workshop	05/17/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Budget Management and Cash Control	
People	Task 515 Discussion with KPMG	05/21/24	OCM, Agency Liaison, and KPMG Lead	Meeting to discuss the change impacts piece of Task 515 regarding KPMG Project Scope	
People	KPMG Weekly Meeting	05/22/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	05/24/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	FL PALM FDC/FCOR End User Readiness Survey Question Review	05/29/24	Agency Liaisons and OCM Lead	Meeting to discuss the status of the FL PALM FDC/FCOR End User Readiness Survey	
People	KPMG Weekly Meeting	05/29/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting to discuss the Position & Role Catalog	05/30/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Position & Role Catalog	
People	KPMG Weekly Meeting	06/05/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/10/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Weekly Meeting	06/12/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/12/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Touchpoint Meeting	06/13/24	Agency Liaison, and KPMG and additional KPMG staff	Touchpoint meeting with KPMG who is currently mapping our business processes so we could debrief on where we think everything is now	
People	FL PALM FDC/FCOR End User Readiness Survey Results Review	06/13/24	Agency Liaisons and OCM Lead	Meeting to discuss the results of the FL PALM FDC/FCOR End User Readiness Survey	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/20/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/21/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	CCN PALM Monthly Standing Meeting	06/21/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and	Meeting with KPMG who is currently mapping our business processes to walk through their Gap	

	Meeting		Project Manager of KPMG and additional KPMG staff	Analysis and PALM Transition Roadmap	
People	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR	
Technology	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough Meeting	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Meeting with KPMG who is currently mapping our business processes to walk through their Gap Analysis and PALM Transition Roadmap	
Technology	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR	
People	KPMG Wrap Up Meeting on FLAIR Master File Analysis	06/27/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	Wrap up meeting on the Master File/Property File Cleanup by KPMG	
People	KPMG Meeting on FLAIR Master File/Property Analysis	06/28/24	Agency Liaisons, Financial Reporting SMEs and KPMG staff	Final meeting to discuss final product provided by KPMG on the data cleanup	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	06/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	Current state completed by KPMG.
Processes	RFQ awarded funding to obtain consulting services	06/30/24	FDC's Bureau of Finance and Accounting as Contract Manager	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC and FCOR's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions FDC/FCOR currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC. KPMG completed 6/30/24.
Technology	RFQ awarded funding to obtain consulting services	06/30/24	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC/FCOR Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC. KPMG completed 6/30/24.
Data	AMC001 – Asset & Property Conversion	06/30/24	FCOR Budget and Finance & Accounting	To clean up the FCOR Property Master File	Asset & Property Conversion has been finalized to 100%. Currently keeping any updates outside Smartsheet until task resumes.
Data	ARC001 - Customers Conversion	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Account Receivables: Data has been finalized to 100%. Currently keeping any updates outside Smartsheet until task resumes.
Data	OCA & Organization Code	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Inactivated some organization codes. Currently keeping any updates outside Smartsheet until task resumes.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FCOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/12/24
March - April 2024	Gina Giacomo	karencarter@fcor.state.fl.us	05/09/24
January - February 2024	Gina Giacomo	ginagiaco@fcor.state.fl.us	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDC
- Readiness Workplan

FDC Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Mark Tallent

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.91%**
- Submitted Complete = 10
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 88.37%**
- Submitted On Time = 30
- Submitted Late = 4
- Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		We've updated the current data cleansing process, Assets, Revenues, Grants, General Ledgers. FDC F&A is currently deciding on contracting with someone to support and accelerate our data cleansing efforts, we will require more time to complete this task. We are also working with DFS on the FLAIR Master Balance File Cleanup. We have completed the A/R data cleansing (4/11).		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		We have contracted with KPMG to assist with this task. We require TASK 328 to be completed. KPMG has completed meetings for the Business Process for Payroll, Account Management & Financial Reporting, Inter/Intraunit Transaction, Revenue Account, Contracts (3/25). KPMG is still working on narratives and flows at this point, and they just finished up an assessment with Acct Management and Financial reporting. This task will not be completed until KPMG finishes their process.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/28/24	Pending/More likely not going to meet the deadline based on the amount of remediation efforts, and David Eskin even reconfirmed it during last PALM Monthly Touchpoint meeting with Vince (3/1), we are still assessing the remediation efforts, and schedule meetings with David Eskin assess any BRD for any/all of the business systems pertaining to Segment I. Met with our FL PALM Business Analyst 4/19/24 and he and the team on working on prioritizing the remediation efforts and will be taking the lead on this task. Updated to 50% per the Project Manager on 4/24/24.	Submission Complete	06/28/24
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	07/09/24	FL PALM assist with loading the Asset Management piece and this task is now complete.	Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/15/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24	Due to power outages caused by the storm - this task is being submitted late.	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/26/24			

N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering			
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24		
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/09/24		Submission Complete
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering			
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	75% - Consolidating/Inputting Information for Submission			

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 128</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 49</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 5 Accounts Receivable = 4 Asset Accounting and Mgmt. = 4 Banking = 4 Budget Mgmt. and Cash Control = 9 Contracts Mgmt. = 3 Disbursements Mgmt. = 15 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 5 Payroll Mgmt. = 13 Projects Mgmt. = 13 Revenue Accounting = 4 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 156</p> <ul style="list-style-type: none"> Related Business Systems = 13 Related Reports = 46 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 156 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 156</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 2 <ul style="list-style-type: none"> Level of Impact: People Changes - High = 0 Medium = 0 Low = 44 None = 0 Uncertain = 0 Level of Impact: Processes Changes - High = 44 Medium = 0 Low = 0 None = 0 Uncertain = 0 Level of Impact: Technology Changes - High = 44 Medium = 0 Low = 0 None = 0 Uncertain = 0 Level of Impact: Data Changes - High = 43 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> - Not Started = 0 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 26</p> <ul style="list-style-type: none"> Criticality: - High = 11 Med = 6 Low = 5 None = 4 <p>Documentation Status:</p> <ul style="list-style-type: none"> - Complete = 13 Partial = 11 Not Started = 1 <p>Cataloged Interfaces = 33</p> <ul style="list-style-type: none"> - Inbound Interfaces = 30 - Outbound Interfaces = 3 <p>Implementation:</p> <p>Business Systems Planned for Integration = 14</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 1 Not Needed = 7 Segment II - Documentation Updates: - Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 6 <p>Planned Interfaces = 1</p> <ul style="list-style-type: none"> - Inbound Interfaces = -2 - Outbound Interfaces = 1 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 73</p> <ul style="list-style-type: none"> Associated Unique Uses = 222 - Continued Use - Yes = 183 - Continued Use - No = 10 Associated Business Systems = 2 Cataloged Reports = 0 Criticality: - High = 0 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 1 Asset Management (AM) - Planned Location Codes = 1628 - Planned Associated Area ID's = None Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget General Ledger (GL) - Planned Budgetary Value Combo Edits = 158 - Planned Local Funds = None - Planned Organization ID's = 2615 - Planned OA1's = 248 - Planned OA2's = None <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 5 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: - Complete = 1 In Progress = 4 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FDC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Data Analysis, and the downstream task (will make 1st year difficult) remediation of the data.	Open	9 (High/High)	Impact TASK 519, might not meet deadline (6/28). Need more data info (Data fields) involved with PALM to get a good understanding. Management is considering hiring a technical (programmers), to support the remediation efforts	PALM Interfaces are not a useful approach.	02/22/24	David Eskin

FDC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

People Processes Technology	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup. Cross training will be completed during the project to ensure operational resiliency.	The Planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date – January 2026.	06/30/25	David Eskin, Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance.	TBD	01/06/26	Erica Starling, Financial Administrator

FDC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities.	Logged	07/31/23	All agency business systems and CCN roles	FDC's Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating, as needed.
People Processes Technology	FDC will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Currently still working on Task 328.
People Processes Technology	FDC Change Champion Network will assess the impact of Identify Change Impacts and Update Agency Current State Business Process.	Logged	02/16/24	All agency business systems and CCN roles	Should start working on TASK 515
Technology Data	It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment.	Logged	04/22/24	All agency business systems and the remediation of agency business systems.	

FDC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	KPMG Weekly Meeting	05/01/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Data Cleanup Kickoff Meeting	05/01/24	Back Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Meeting to share and collect info related to the data cleanup activities required	
People	KPMG Meeting on Cash Reconciliation Mapping Process	05/01/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Cash Reconciliation process	
People	KPMG Meeting on HR Payroll Process Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the HR Payroll process	
People	KPMG Meeting on Contracts Management Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Contracts Management process	
People	PALM Update Meeting	05/07/24	Agency Liaisons and the new Organizational Change Manager	Meeting to introduce new OCM to the team and to get her up to speed on FL PALM	
People	KPMG Meeting on CF Sweeps Process Documentation Workshop	05/07/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the CF Sweeps process	
People	KPMG Meeting on Narrative Creation 3.6.09 Fixed Capital Outlay Projects	05/08/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the narrative 3.6.09 Fixed Capital Outlay Projects process	
People	KPMG Weekly Meeting	05/08/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
Technology	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
People	OCM Check-In and to discuss Task 524	05/13/24	Agency Liaison and OCM Lead	Meeting to give OCM Lead needed accesses and discussed Task 524	
People	KPMG Meeting on FLAIR Master File Cleanup Discussion	05/14/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and we had a checkpoint to go through KPMG's initial review	
People	KPMG Weekly Meeting	05/15/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Payroll Sweeps and System Access & Controls Processes	05/16/24	Agency Liaisons, CCN staff, Business Analyst and additional KPMG staff	Meeting to discuss the Payroll Sweeps and System Access & Controls processes	
People	KPMG Meeting on Budget Release Postings Process Documentation Workshop	05/16/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Budget Release Postings process	
People	KPMG Meeting on Budget Management and Cash Control Process Documentation Workshop	05/17/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and	Meeting to document the Budget Management and Cash Control	

			additional KPMG staff	
People	Discussion on Task 513 – Asset Management	05/20/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of the Location Definition for Asset Management in the configuration workbook in Smartsheet for FDC for Task 513
People	Task 515 Discussion with KPMG	05/21/24	OCM, Agency Liaison, and KPMG Lead	Meeting to discuss the change impacts piece of Task 515 regarding KPMG Project Scope
People	Interface Selections for Task 530	05/21/24	Agency Liaison, Project Manager, and all identified CCN staff	To discuss Task 530 for completion of the interface selections for Segment III for FDC
Technology	Interface Selections for Task 530	05/21/24	Agency Liaison, Project Manager, and all identified CCN staff	To discuss Task 530 for completion of the interface selections for Segment III for FDC
People	KPMG Weekly Meeting	05/22/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	05/24/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff
People	FL PALM FDC/FCOR End User Readiness Survey Question Review	05/29/24	Agency Liaisons and OCM Lead	Meeting to discuss the status of the FL PALM FDC/FCOR End User Readiness Survey
People	FL PALM Website Design Meeting	05/29/24	Agency Liaisons, OCM Lead and FDC Web Master	Meeting to discuss the status of the FL PALM FDC Website
People	KPMG Weekly Meeting	05/29/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes
Technology	FL PALM Website Design Meeting	05/29/24	Agency Liaisons, OCM Lead and FDC Web Master	Meeting to discuss the status of the FL PALM FDC Website
People	KPMG Meeting to discuss the Position & Role Catalog	05/30/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Position & Role Catalog
People	KPMG Meeting to discuss the Disbursement Position & Role Catalog	05/30/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Disbursement Position & Role Catalog
People	KPMG Weekly Meeting	06/05/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes
People	KPMG Meeting on Account Management & Financial Reporting Business Processes	06/06/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Account Management & Financial Reporting documentation provided
People	Discussion on Task 513 – Org/Tree Discussion	06/10/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of the Org/Tree discussion for FDC
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/10/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff
People	Location ID Configuration Project – Task 513	06/11/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of the Location Definition for Asset Management in the configuration workbook in Smartsheet for FDC for Task 513
People	Discussion on Task 513 – Org/Tree Discussion	06/11/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of the Org/Tree discussion for FDC
People	KPMG Weekly Meeting	06/12/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/12/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff
People	KPMG Touchpoint Meeting	06/13/24	Agency Liaison, and KPMG and additional KPMG staff	Touchpoint meeting with KPMG who is currently mapping our business processes so we could debrief on where we think everything is now
People	FL PALM FDC/FCOR End User Readiness Survey Results Review	06/13/24	Agency Liaisons and OCM Lead	Meeting to discuss the results of the FL PALM FDC/FCOR End User Readiness Survey
People	Location ID Configuration Project – Task 513	06/17/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of the Location Definition for Asset Management in the configuration workbook in Smartsheet for FDC for Task 513
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/20/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/21/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff
People	CCN PALM Monthly Standing Meeting	06/21/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff
People	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough Meeting	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Meeting with KPMG who is currently mapping our business processes to walk through their Gap Analysis and PALM Transition Roadmap
People	Task 513 Discussion	06/25/24	Backup Agency Sponsor, Agency Liaisons, and all identified CCN staff	To discuss the strategy for completion of this task in the configuration workbook in Smartsheet for FDC for Task 513
People	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR
Technology	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough Meeting	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Meeting with KPMG who is currently mapping our business processes to walk through their Gap Analysis and PALM Transition Roadmap
Technology	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR

Category	Task/Activity	Start Date	Responsible Party	Description	Notes/Status
People	KPMG Wrap Up Meeting on FLAIR Master File Analysis	06/27/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	Wrap up meeting on the Master File/Property File Cleanup by KPMG	
People	Task 519 Discussion	06/27/24	Agency Liaisons	To finalize completion of this task	
People	KPMG Meeting on FLAIR Master File/Property Analysis	06/28/24	Agency Liaisons, Financial Reporting SMEs and KPMG staff	Final meeting to discuss final product provided by KPMG on the data cleanup	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	06/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	Current state completed by KPMG.
Processes	RFQ awarded funding to obtain consulting services.	06/30/24	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions) and the Commission's Finance and Accounting Section. Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department and the Commission currently maintain, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC. KPMG completed 6/30/24.
Technology	RFQ awarded funding to obtain consulting services.	06/30/24	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC.
Data	AMC001 - Asset & Property Conversion	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Projects: The Financial Reporting Section has begun deactivating all projects capitalized by Hurricanes Michael and Irma. Additionally, those projects capitalized in fiscal years 21-22, 22-23, and 23-24 will be deactivated. Pending identification of the rest of capital projects to be inactivated. The agency has projects since the 1980s that are not inactive. Building Number: Currently working on identify the missing building numbers. Location: Property currently working to update the missing locations.
Data	ARC001 - Customers Conversion	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Account Receivables: There are items from prior years that need to be addressed. All accounts receivables are handled outside the AR module. Data has been finalized to 100% and currently being maintained.
Data	GMC001 - Grants Conversion	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Grants: Continue analysis of pseudo grant data for proposing new coding and reporting to budget.
Data	OCA & Organization Code	06/30/24	FLAIR	Data Cleansing and conversion required for the file.	The OCAs no longer needed were inactivated and balances cleared from the Masters File.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	07/09/24
March - April 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	05/13/24
January - February 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDLE
- Readiness Workplan

FDLE Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Charlotte Fraser

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.91%**
- Submitted Complete = 10
 - Submitted Incomplete = 0
 - Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 93.49%**
- Submitted On Time = 33
 - Submitted Late = 0
 - Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Remediation in progress.		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Remediation in progress. 5/29/24: Technical lead is meeting with application owners		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		6.28.24: Remediation on-going		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	Survey administered; closes on 5.10.24. 5.3.24 Survey reminder sent. Survey extended by a day due to office closure on 5/10. Survey closes 5/10. Survey Closed 5/11. Analysis in progress	Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Needing to confirm several line items. Will submit 7.15.24		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Task in Progress		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Task in Progress		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress		Task in Progress		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24	Task complete	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/21/24	Task Complete		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/04/24	Task Complete	Submission Complete	06/07/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering		Assigning and analyzing information for the task.		
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		Assigning and analyzing information for the task.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/24/24	Task Complete	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24	Task Complete	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	75% - Consolidating/Inputting Information for Submission		Continuously Updating		
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

Implementation:

Planned Florida PALM End Users = 40

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 22

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 6
- Asset Accounting and Mgmt. = 3
- Banking = 1
- Budget Mgmt. and Cash Control = 8
- Contracts Mgmt. = 5
- Disbursements Mgmt. = 7
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 8
- Payroll Mgmt. = 5
- Projects Mgmt. = 3
- Revenue Accounting = 1
- System Access and Controls = 0

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 255

- Related Business Systems = 14
- Related Reports = 60
- **Documentation Status:**
- Complete = 201 Partial = 34 Not Started = 22

Implementation:

Impacted Agency Business Processes = 255

- Related Business Process Groupings = 12
- Planned Spreadsheet Uploads = 2
- **Level of Impact: People Changes**
- High = 38 Medium = 88 Low = 28 None = 9 Uncertain = 70
- **Level of Impact: Processes Changes**
- High = 76 Medium = 66 Low = 15 None = 7 Uncertain = 70
- **Level of Impact: Technology Changes**
- High = 83 Medium = 28 Low = 12 None = 42 Uncertain = 69
- **Level of Impact: Data Changes**
- High = 100 Medium = 40 Low = 8 None = 11 Uncertain = 73
- **Segments I & II Documentation Update Status**
- Not Started = 102 In Progress = 11 Complete = 61

Current-State:

Cataloged Business Systems = 21

- **Criticality:**
- High = 14 Med = 0 Low = 0 None = 7
- **Documentation Status:**
- Complete = 2 Partial = 10 Not Started = 7

Cataloged Interfaces = 46

- Inbound Interfaces = 24
- Outbound Interfaces = 22

Implementation:

Business Systems Planned for Integration = 16

- **Segment I - Documentation Updates:**
- Complete = 4 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 9
- **Segment II - Documentation Updates:**
- Complete = 3 Updating = 2 Evaluating = 1 Not Started = 0 Not Needed = 10

Planned Interfaces = 3

- Inbound Interfaces = 1
- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 73

- **Associated Unique Uses = 193**
- Continued Use - Yes = 68
- Continued Use - No = 108
- **Associated Business Systems = 11**
- **Cataloged Reports = 0**
- **Criticality:**
- High = 0 Med = 0 Low = 0 None = 0

Implementation:

Segments I & II Planned Configurations = 7/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 2
- **Asset Management (AM)**
- Planned Location Codes = None
- Planned Associated Area ID's = 57
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 440
- Planned Local Funds = None
- Planned Organization ID's = 250
- Planned OA1's = 30
- Planned OA2's = 83

Conversions & Data Readiness

- **Conversions Needed = 3**
- **Agency Data Outside of Primary Source System(s) = 0**
- **Data Readiness/Cleansing Status:**
- Complete = 1 In Progress = 1 Not Started = 1 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FDLE Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Lack of understanding and process for granting and rescinding PALM access to the entire agency workforce who would need to access salary documents previously housed in Employee Information Center (EIC).	Closed	6 (Medium/High)	Mitigate this risk.	Researching how to best resolve. 5/16/24: Process will be handled separate from PALM.	05/16/24	Terri Speed
Processes Technology	The new "Account" COA field will be replacing the GL and Object codes.	Closed	6 (High/Medium)	Once information is relayed from PALM, we will have to analyze how this will affect remediation of RAMS.	Review and crosswalk Accounts provided for Revenue and Expenditure 5/2/24 Original risk split into two risks. The first have is closed. New Risk is #016	05/02/24	Terri Speed / Ajay Katta
People	Onboarding new resources continues to be a challenge, despite having the funding to support the role(s)	Open	6 (High/Medium)	Risk ACCEPTANCE.	Owner will continue to follow up with Department background process team. 4/26/24 AK: PALM Program Manager and RAMS Functional Consultant have been on boarded. Project Manager background check completed and awaiting joining on 5/6/24. RAMS Technical Consultant selection completed and background check paperwork in progress. 5/16/24: New start date for PM is 5.20.24 5/29/24: PM Started. Technical Consultant selection being reevaluated for third candidate 6/10/24: The third candidate is currently going through the background check process.	06/10/24	Andrew Gutsch
Data	That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Open	4 (Medium/Medium)	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None 5/16/24: Still pending	05/16/24	Mike Moore

Processes	Specifications for how to crosswalk GL and object codes to account in PALM needed for system remediation.	Open	4 (Medium/Medium)	Once information is relayed from PALM, we will have to analyze how this will affect remediation of RAMS.	5/2/24: - Risk split into two parts. The first half is closed	05/02/24	Terri Speed
Processes Data	FDLE has good number of reports that will need to be created based on PALM objects. PALM will have "some" reports but not all that is needed.	Open	4 (Medium/Medium)	Mitigate this risk.	6/25/24: - Project has begun the RFP process for staff augmentation.	06/25/24	Anik Datta
Processes Data	Information is needed related to the data warehouse for PALM	Open	4 (Medium/Medium)	FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk	6/25/24: - Reached out to our RC's for any available information.	06/25/24	Anik Datta
People	FDLE is in need of a couple of Business Analysts to support the UAT process. Once selected the background process may hinder onboarding resources quickly.	Open	4 (Medium/Medium)	We are currently crafting RFP in support of those resources.	7/8/24: - New risk. RFP has not been posted	07/08/24	Mike More
Technology Data	FDLE uses Object code for various purposes. PALM is replacing this with Account. As a result it will be challenging to reconcile RAMS with PALM and get details at transaction type level.	Open	3 (High/Low)	New chart of accounts and transaction types have to be setup to fulfill PALM and FDLE accounting requirements.	Analyzing PALM account codes provided to determine if additional fields need to be utilized. 5/16/24: Still pending	05/16/24	Terri Speed / Andrew Gutsch
Processes Technology Data	New hardware, hardware OS and EBS application upgrade will not be completed as planned	Open	3 (High/Low)	Coordinating with multiple teams and testing extensively on all the new instances to ensure upgrade project is completed.	Oracle EBS system (RAMS) hardware and software upgrade is work in progress 5/16/24: Still pending	05/16/24	Andrew Gutsch
People Processes Technology	Current systems have high visibility and are available to end customers 24/7. There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Closed	2 (Medium/Low)	Project Manager will identify cutover schedule for all affected applications and provide detailed plans much before PALM go-live date.	Pending Project Manager being hired 5/16/24: Pending PM starting 5/20/24 5/29/24: Closed and a new issue added	05/29/24	Andrew Gutsch
People	New consultants and existing team do not have much knowledge of PALM and its impact.	Open	2 (Medium/Low)	Project Manager will need a plan to update everyone on PALM technical and functional features based on which teams can prepare.	Pending Project Manager being hired 5/16/24: Pending PM starting 5.20 6/10/24: PM started, awaiting start of Technical Consultant	06/10/24	Andrew Gutsch

FDLE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	Tasks 514 - 516 were rejected by the PALM project team	Open	Low - All impacts not listed as Critical or High	Working to remediate the tasks. Remediation is ongoing for Task 514 and Task 516 Task 515 is being updated in Smartsheet Task 515 is 100% Complete and Submitted	6/21/24: Task 515 complete and submitted. We are continuing to work on the remaining tasks.	08/02/24	Angela Willis-Clay
Processes	There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Open	Low - All impacts not listed as Critical or High	New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date	6/21/24: Ongoing	12/31/25	Anik Datta

FDLE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The agency will be approved for funding to support readiness activities.	Logged	07/01/23	Office of Information and Technology Systems Office of Financial Management Agency business systems	Pending FY 24/25 Legislative Session
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems	Monitor information as provided by PALM.
Data	PALM will provide similar functionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management	Monitor information as provided by PALM.
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems	Monitor information as provided by PALM.

FDLE Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	RC Meeting w/Program Manager	05/01/24	Office of Financial Management	Discuss rejected tasks - clarification	One member attended for thirty minutes
People Processes	Thursday Task Talk - Task 526, 529, 531	05/02/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
People Processes	ITS Risk Log Update	05/02/24	Office of Financial Management Office of Information Technology Services	ITS risk status update	Three members attended for thirty minutes
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/07/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Six members attended for one hour.
People	Weekly Internal PALM Meeting	05/07/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Data	PALM RW 513 Meeting with RC	05/08/24	Office of Financial Management	Discuss aspects of Task 513	One member attended for thirty minutes.
People Processes	Thursday Task Talk - Task 526, 529, 531	05/09/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/14/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Seven members attended for two hours.
People Processes	Advisory Council	05/15/24	Office of Financial Management	Recurring monthly meeting to participate in discussions on agenda item if issues referred to the council.	Four members attended for two hours.
People Processes	Thursday Task Talk	05/16/24	Office of Financial Management Office of Information Technology Services	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
People Processes Data	PALM Agency Internal Status Meeting	05/16/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.

People	Weekly Internal PALM Meeting	05/16/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/16/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Seven members attended for two hours.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/21/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes Data	PALM RW Task 516 - Documentation Status Update for Applications maintained by External Contractors	05/21/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Eight members attended for one hour.
People Processes Data	PALM RW TASK 516 - BSE-IFS Application	05/22/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Ten members attended for thirty-minutes.
People Processes Data	PALM RW TASK 516 - BSE Backgrounds Application	05/22/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Ten members attended for one hour.
People Processes	Thursday Task Talk - Task 526, 529, 531	05/23/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/23/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes Data	PALM RW Task 516 - Documentation Status Update for BSE-Admin Applications	05/23/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Eight members attended for one hour.
People	Weekly Internal PALM Meeting	05/28/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	Weekly Internal PALM Meeting	05/28/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	PALM Internal Agency Status Meeting	05/29/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
People Processes	New PM Read-Into Project to include 60-GG Requirements	05/29/24	Office of Financial Management Office of Information Technology Services	Understand the PM process and requirements for the IT PM role	Two members attended for one hour.
People Processes Data	Readiness Coordinator meeting to discuss FDLE needs for the AmpliFund app	05/29/24	Office of Financial Management	Discuss what is being asked and coordinate calendars	One member attend for thirty minutes.
People Processes	Thursday Task Talk	05/30/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Eight members attended for thirty minutes.
People Technology Data	May FDLE/PALM Readiness Touchpoint Meeting	05/30/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator, Kim York and Alise Fields	Eight members attended for one hour.
People Processes	Readiness Coordinator meeting to discuss FDLE needs for the AmpliFund app	05/31/24	Office of Financial Management	Discussion regarding the AmpliFund Application	Three members attended for one hour.
People Processes Technology	Review RAMS Pre-Invoicing Process	05/31/24	Office of Financial Management Office of Information Technology Services	Review Pre-Invoicing process with PALM ITS Technical Coordinator	Three members attended for thirty minutes.
Processes Data	Task 515 Review w/Readiness Coordinator	05/31/24	Office of Financial Management	Review Task 515 with RC to ensure task meets rubric	One member attended for one hour.
People Processes	Weekly Internal PALM Meeting	06/04/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes Data	PALM Task Clarification Discussion with ITS PM	06/04/24	Office of Financial Management Office of Information Technology Services	Review existing Tasks with new ITS PM	Three members attended for one hour.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	06/04/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
Processes	PALM / Grants Discussion	06/06/24	Office of Financial Management	Gain understanding on how the process with work in PALM	Three members attended for thirty minutes
People Processes	Thursday Task Talk	06/06/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	One member attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/06/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes	PALM Internal Agency Status Meeting	06/10/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
Data	PALM - Building Code Changes	06/10/24	Office of Financial Management	Discussion related to removing building assets and adding new assets	Four members attended for thirty minutes.
People Processes	Weekly Internal PALM Meeting	06/11/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/11/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Four members attended for two hours.
People Processes	Florida PALM RC Office Hours / Task 324 Analysis	06/12/24	Office of Financial Management	Establishment of "Florida PALM RC Office Hours" to review current tasks, that are approaching the task deadline.	One member attended for one hour.
People Processes	Thursday Task Talk	06/13/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/13/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Four members attended for two hours.
People Processes	Weekly Internal PALM Meeting	06/18/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	Advisory Council	06/19/24	Office of Financial Management	Recurring monthly meeting to participate in discussions on agenda item it issues referred to the council.	Four members attended for two hours.
Processes	Task 515 Discussion w/RC	06/19/24	Office of Financial Management	Discussion regarding Task 515 and its completion	One member attended for thirty minutes.
People Processes	Thursday Task Talk	06/20/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
People Processes	UAT Meeting	06/20/24	Office of Financial Management	Started discussion regarding PALM UAT and resource needs	Three members attended for one hour.
People	PALM Internal Agency Status	06/24/24	Office of Financial Management	Recurring bi-monthly internal status meeting to	Seven members attended for thirty minutes.

Processes	Meeting		Office of Information Technology Services	discuss project updates, upcoming tasks and tasks due dates.	
People Processes	Weekly Internal PALM Meeting	06/25/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People	PALM / RAMS Resource Discussion	06/25/24	Office of Financial Management Office of Information Technology Services	Discussion regarding bringing on additional resources.	Ten members attended for forty-five minutes.
Technology Data	SATS JAD Discussion	06/25/24	Office of Financial Management Office of Information Technology Services	Discussion related to remediating SATS	Eight members attended for thirty minutes.
People Processes	Thursday Task Talk	06/27/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
People Technology Data	June FDLE/PALM Readiness Touchpoint Meeting	06/27/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator, Kim York and Alise Fields	Eight members attended for one hour.
People Technology	INC43810260 - Florida PALM UAT testing (FDLE)	06/27/24	Office of Financial Management Office of Information Technology Services	Test metadata changes in our test environment (UAT) be for moving the changes to production.	Three members attended for thirty minutes.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FDLE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	07/10/24
March - April 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	05/08/24
January - February 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDOT
- Readiness Workplan

FDOT Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Lisa Saliba

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 28
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 83.08%**
- Submitted Complete = 9
 - Submitted Incomplete = 1
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 79.44%**
- Submitted On Time = 19
 - Submitted Late = 15
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. Completion target date of 9/27.		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	07/10/24		Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress				
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/31/24		Submission Complete	06/04/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/17/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Incomplete	07/11/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OIT-10 systems left. Estimated Completion 7/19/24.		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion. Completion target date of 9/27.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/26/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/10/24	Updated missing fields.	Submission Complete	06/12/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		Draft underway.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24	Updated and Submitted 7/8/24.	Submission Complete	07/08/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Planned Florida PALM End Users = 221

- Business Process Groupings = 11/13

Identified Subject Matter Experts = 42**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 10
- Accounts Receivable = 7
- Asset Accounting and Mgmt. = 2
- Banking = 6
- Budget Mgmt. and Cash Control = 9
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 11
- Grants Mgmt. = 6
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 6
- Projects Mgmt. = 10
- Revenue Accounting = 7
- System Access and Controls = 1

Role Mapping = TBD**Training = TBD****Cataloged Business Processes = 54**

- Related Business Systems = 35
- Related Reports = 37
- **Documentation Status:**
- Complete = 41 Partial = 13 Not Started = 0

Implementation:**Impacted Agency Business Processes = 54**

- Related Business Process Groupings = 13
- Planned Spreadsheet Uploads = 4
- **Level of Impact: People Changes**
- High = 8 Medium = 29 Low = 6 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
- High = 29 Medium = 7 Low = 8 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 22 Medium = 5 Low = 5 None = 1 Uncertain = 0
- **Level of Impact: Data Changes**
- High = 19 Medium = 6 Low = 3 None = 2 Uncertain = 0
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 5 Complete = 49

Cataloged Business Systems = 290

- **Criticality:**
- High = 153 Med = 38 Low = 14 None = 15
- **Documentation Status:**
- Complete = 33 Partial = 183 Not Started = 1
- Cataloged Interfaces = 119**
- Inbound Interfaces = 47
- Outbound Interfaces = 15

Implementation:**Business Systems Planned for Integration = 203**

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2
- **Segment II - Documentation Updates:**
- Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- Planned Interfaces = 32**
- Inbound Interfaces = 11
- Outbound Interfaces = 16

Unique FLAIR Data Elements = 92

- **Associated Unique Uses = 92**
- Continued Use - Yes = 18
- Continued Use - No = 1
- **Associated Business Systems = 3**
- Cataloged Reports = 215**
- **Criticality:**
- High = 87 Med = 72 Low = 33 None = 23

Implementation:**Segments I & II Planned Configurations = 7/9**

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 1
- **Asset Management (AM)**
- Planned Location Codes = 5310
- Planned Associated Area ID's = None
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 631
- Planned Local Funds = None
- Planned Organization ID's = 675
- Planned OA1's = 23
- Planned OA2's = 166
- Conversions & Data Readiness**
- **Conversions Needed = 7**
- Agency Data Outside of Primary Source System(s) = 7
- **Data Readiness/Cleansing Status:**
- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD**Agency Reported**

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FDOT Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Impacted asset inventory inconsistencies causing problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems.	Open	9 (High/High)	Mitigation	Moved to Issue. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses.	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Open	9 (High/High)	Accept - Monitor PALM schedule and adjust FDOT schedule as needed	No comment this period	11/01/23	Brian Boyd
Processes	Delay or loss of planned funding for the program	Open	9 (High/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd
Technology	Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance in Segment IV	11/01/23	Brian Boyd
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Technology	Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP).	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR 24/25 funds preventing change orders for staff augmentation purchase orders.	Open	9 (High/High)	Acceptance- Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	No comment this period	11/01/23	Brian Boyd
Processes	PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd

	processing functions needed.							
Processes Technology	Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes.	Open	9 (High/High)	Mitigation	Leverage batch interfaces, flat files. Recommend schedule increase in frequency.	02/20/24	Brian Boyd	
Data	If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)?	Open	9 (High/High)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Data	PALM has provided incomplete information for Object code impacts expansion option. Lots of places in code. What do we replace with ?	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Tippel	
Processes Technology Data	PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd	
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	6 (High/Medium)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	No comment this period	11/01/23	Brian Boyd	
People	Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	6 (High/Medium)	Request LBR funding for staff augmentation for BA and QAA positions. Prioritize the project tasks.	Actively seeking and hiring qualified personnel.	11/01/23	Brian Boyd	
Processes Data	Need revenue, expenditure, and balance sheet account code mappings for inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Processes Data	The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	6 (High/Medium)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Boyd	
Processes	Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the dependencies are underestimated.	Open	4 (Medium/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed scope changes.	No comment this period	11/01/23	Brian Boyd	
Processes	Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts	Open	4 (Medium/Medium)	Evaluate opportunities for process standardization	No comment this period	11/01/23	Brian Boyd	
Technology Data	PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities.	Open	4 (Medium/Medium)	Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications.	New this period.	07/12/24	Brian Boyd	

FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Nurr	05/31/24	Brian Tippel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissingner
Data	FDOT Org Code structure will currently not fit into the PALM tree structure and needs to be cleaned up.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Tree structure must fit PALM		07/08/24	Brian Tippel
Technology	Low on mainframe space.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.		07/08/24	Brian Tippel
Data	Inactive COA codes not being converted	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Fiscal year(s) data requests may be limited.		07/08/24	Brian Tippel
Data	Supplier TIN number can contain SSN	Open	Low - All impacts not listed as Critical or High	Software processing of the TIN and special handling of PII information may be required during the remediation.		07/08/24	Brian Tippel

FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period

Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Paystubs or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.
Processes Technology	OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2.	Logged	07/08/24	Finance Users	
Technology	MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT.	Logged	07/08/24	MFMP Users	
Technology	People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT.	Logged	07/08/24	Payroll and HR	

FDOT Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	RW Task 522 - Manage Agency-specific Implementation Schedule, Risks and Issues	05/01/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues	Completed 5/2
People Processes	RW Task 533 - Manage Agency-specific Implementation Schedule, Risks and Issues	05/01/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues	In progress
People	Setting up contact teams at District offices to focus on PALM remediation per Leadership guidance	05/01/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Expand communication and involvement to District offices	Began planning to reach out and set up teams.
People Processes Technology	Continue bi-weekly meeting series for Florida PALM RW Tasks Update.	05/01/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period May-July 2024
Technology	Launch Pad planning and development	05/01/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued May-July 2024.
People	Review candidates' resumes and work samples, interviews, and onboard new resources	05/02/24	FDOT Florida PALM System Transition Team	resourcing and onboarding activities to FPST project	May-July 2024
People Processes Technology	Florida PALM IV&V Agency Tasks and Risks Outreach	05/03/24	FDOT Florida PALM System Transition Team, Florida PALM	The Florida PALM IV&V seek to understand how your Agency interacts with two aspects of readiness activities. The first aspect is how your Agency prepares for and completes Readiness Workplan tasks and the second is how your Agency manages risks and issues.	
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	05/07/24	Multiple	Ensure OWPB systems continue to function after PALM implementation.	Regular meetings and efforts to continue analysis
Processes Technology Data	FDOT Interfaces Mapping Session Meetings	05/07/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	Various meetings held weekly, including but not limited to interfaces in ARI, POI, and GLI.
Technology	Meeting with NWRDC-PALM Environment Request	05/07/24	FDOT Florida PALM System Transition Team, 3rd party vendor-NWRDC, Ensono	Review the request for 8 servers and 3 configuration changes with NWRDC resources.	
People Processes	PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions.	05/07/24	FDOT Florida PALM System Transition Team	Assess resource needs and hire staff for progressing towards PALM analysis and remediation.	March-May 2024 - Hired 9 new resources.
People Processes Technology	PALM Thursday Task Talks	05/07/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks. Attended weekly March-May 2024.	3/7, 3/14, 3/21, 4/11, 4/18, 4/25, 5/2, 5/9

Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	05/09/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono	May-July 2024.	
People Processes Technology Data	Payroll Distribution analysis workgroups	05/10/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment.
People Processes Data	RW 532-Submit Bimonthly Agency Readiness Status Report	05/10/24	FDOT Florida PALM System Transition Team	Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.	
People Processes Technology	Weekly vendor status update meetings	05/11/24	FDOT Florida PALM System Transition Team, SMEs	May-June 30.	Weekly meeting to discuss work completed and work planned.
People Processes Technology	Florida PALM Thursday Task Talks	05/16/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks. Attended weekly May-July 2024.	5/16, 5/23, 5/30, 6/06, 6/13, 6/20, 6/27
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	05/16/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	5/16, 5/22, 6/13, 6/18
People Processes Technology Data	Roadmap to Enterprise Architecture meeting	05/16/24	FDOT Florida PALM System Transition Team	Meeting with sponsor to discuss PALM status updates, issues, etc.	
People	Vendor, North Highland Knowledge Transfer Meeting	05/17/24	FDOT Florida PALM System Transition Team	Vendor, North Highland Knowledge Transfer Meeting	
People Processes	Change Champion Network meeting	05/17/24	FDOT Florida PALM System Transition Team	Change Champion Network meeting	
People Processes Technology	Review of Current Operational Workplan meeting	05/17/24	FDOT Florida PALM System Transition Team	Review of Current Operational Workplan meeting	
People Processes	OWP Review Meeting	05/22/24	FDOT Florida PALM System Transition Team	OWP Review Meeting	
People Processes	FPST Budget and Task Tracking meeting	05/22/24	FDOT Florida PALM System Transition Team	FPST Budget and Task Tracking meeting	
Processes Technology Data	OOB Business Systems Status Meeting	05/22/24	FDOT Florida PALM System Transition Team	OOB Business Systems Status Meeting	
People Processes	Reviewed Survey results and developed a plan to raise awareness and participation throughout the agency.	06/01/24	Finance and Change Management Office	Raise awareness and improve readiness	Plan is complete and implementation will come in subsequent quarters
Technology	Implementation of COA changes in PALM FDOT test environment	06/03/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Implementation of COA changes in PALM FDOT test environment	
People Processes	Risk Management Meeting	06/05/24	FDOT Florida PALM System Transition Team	Risk Management Meeting	
People	Spend Plan meeting	06/06/24	FDOT Florida PALM System Transition Team	Spend Plan meeting	
People Processes	Dev Ops Workgroup meeting	06/07/24	FDOT Florida PALM System Transition Team	Dev Ops Workgroup meeting	
People Processes Technology	Vendor Playbook for PALM meeting	06/13/24	FDOT Florida PALM System Transition Team	Vendor Playbook for PALM meeting	
People Processes	RW 524- Complete and Submit End User Readiness Survey Analysis	06/14/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Administer end user readiness survey and submit data analysis.	Due 6/14/24.
People	RW-534-Update CCN and Project Contacts	06/14/24	FDOT Florida PALM System Transition Team, Florida PALM	Review, update and confirm Change Champion Network (primary and back-up liaisons and Subject Matter Experts) and production support contacts.	
Technology Data	Chart of Account System Analysis by Database Programs	06/14/24	FDOT Florida PALM System Transition Team	May-July 24	
Technology	FPST Infrastructure Environments Meeting	06/14/24	FDOT Florida PALM System Transition Team	Discuss infrastructure environment needs for PALM.	
People Processes	Created District Agency Readiness Teams	06/15/24	FDOT District Employees	Raise Workforce Readiness at district Offices	Due 7/1/2024
People	RW 535-Update Workforce Readiness Plan	06/17/24	FDOT Florida PALM System Transition Team, Florida PALM	Update Workforce Readiness Plan based on End User Survey results.	
People Processes Technology Data	536-A Create Agency Specific User Acceptance Testing Plan	06/17/24	FDOT Florida PALM System Transition Team, Florida PALM	Establish testing objectives, scope, key activities and agency roles and responsibilities.	
Processes Technology Data	RW 531-Remediate Agency Business Systems based on Segment II	06/19/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Due 9/27/24.
People Processes Technology	Monthly RAID log meetings	06/19/24	FDOT Florida PALM System Transition Team	RAID log meetings	met at least monthly May-July2024
People Processes Technology Data	Weekly RW Task Check in meeting series	06/21/24	FDOT Florida PALM System Transition Team, Florida PALM end users	RW tasks check in	met weekly May-July 2024
People Processes Technology Data	FDOT/Florida PALM Task Check in Meeting	06/24/24	FDOT Florida PALM System Transition Team; FDOT End Users	The purpose of this meeting is to discuss current tasks. The agency's status and how the plans to approach and progress.	
People Processes Technology	SAMAS Table Processing;Vendor Knowledge Transfer meeting	06/25/24	FDOT Florida PALM System Transition Team; FDOT End Users	Covered transition activities.	
People	FPST Resource and Reporting activities	06/26/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year. May-July ongoing activity.	
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	06/26/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly May-July 2024.
People Processes Technology Data	FPST Internal Workgroup Meeting Series	06/27/24	FDOT Florida PALM System Transition Team	Weekly meeting series for PALM remediation topics	met weekly May-July 2024
People Processes Technology	RW 533-Manage Agency Specific Implementation Schedule, Risks and Issues	06/28/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and	

Data				issues.	
People Processes	Developed a resource allocation plan	06/28/24	PALM Team	Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year.	Plan is 60% Complete
People Technology	On-boarding new staff aug resources	06/30/24	Everyone	To have the necessary resources to complete PALM remediation of our agency data systems	Twelve new resources were on-boarded and we are in the process of hiring several more.
Technology	Remediation of Disaster Tracking System	06/30/24	Financial management	Remediate Disaster Tracking System for Florida PALM	This was completed
People Processes Technology Data	Documentation for Cost Allocation and Payroll Distributon	06/30/24	Everyone	To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation.	Documentation went from 60% to 80% complete.
People Processes Technology Data	Federal Programs Management	06/30/24	Federal Programs	To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed.	This process is about 30% complete

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	07/12/24
March - April 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/13/24
January - February 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FGCC
- Readiness Workplan

FGCC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Lisa Mustain

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 81.67%**
- Submitted Complete = 5
- Submitted Incomplete = 0
- Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 95%**
- Submitted On Time = 29
- Submitted Late = 7
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/28/24		Submission Complete	06/28/24
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/14/24		Submission Complete	05/17/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24			
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	06/28/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

- Planned Florida PALM End Users = 14**
 - Business Process Groupings = 12/13
- Identified Subject Matter Experts = 8**
 - SMEs by Business Process Grouping
 - Account Mgmt. and Financial Reporting = 2
 - Accounts Receivable = 1
 - Asset Accounting and Mgmt. = 1
 - Banking = 1
 - Budget Mgmt. and Cash Control = 1
 - Contracts Mgmt. = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

- Cataloged Business Processes = 29**
 - Related Business Systems = 8
 - Related Reports = 51
- Documentation Status:**
 - Complete = 27 Partial = 0 Not Started = 0

Implementation:

- Impacted Agency Business Processes = 29**
 - Related Business Process Groupings = 10
 - Planned Spreadsheet Uploads = 0

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

- Cataloged Business Systems = 8**
 - Criticality:
 - High = 8 Med = 0 Low = 0 None = 0
 - Documentation Status:
 - Complete = 5 Partial = 2 Not Started = 1
- Cataloged Interfaces = 0**
 - Inbound Interfaces = 0
 - Outbound Interfaces = 0

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

- Unique FLAIR Data Elements = 70**
 - Associated Unique Uses = 70
 - Continued Use - Yes = 48
 - Continued Use - No = 17
- Associated Business Systems = 4**
- Cataloged Reports = 63**
 - Criticality:
 - High = 56 Med = 3 Low = 6 None = 2

Implementation:

- Disbursements Mgmt. = 1
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 2
- Projects Mgmt. = 1
- Revenue Accounting = 2
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

- **Level of Impact: People Changes**
 - High = 29 Medium = 0 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
 - High = 16 Medium = 13 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
 - High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0
- **Segments I & II Documentation Update Status**
 - Not Started = 0 In Progress = 0 Complete = 9

Business Systems Planned for Integration = 4

- **Segment I - Documentation Updates:**
 - Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2
- **Segment II - Documentation Updates:**
 - Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2
- Planned Interfaces = 31**
 - Inbound Interfaces = 14
 - Outbound Interfaces = 16

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 35
- **Asset Management (AM)**
 - Planned Location Codes = 1
 - Planned Associated Area ID's = None
- **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 111
 - Planned Local Funds = None
 - Planned Organization ID's = 2
 - Planned OA1's = 3
 - Planned OA2's = None
- Conversions & Data Readiness**
 - Conversions Needed = 4
 - Agency Data Outside of Primary Source System(s) = 0
 - **Data Readiness/Cleansing Status:**
 - Complete = 2 In Progress = 2 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FGCC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Our configuration workbooks are out of date and there is no set timetable for when they will be refreshed	Open	9 (High/High)	FGCC has requested that our workbooks get refreshed and that we establish a regular schedule to refresh them so that as we make updates to FLAIR the workbooks will also get updated		05/02/24	Rob Stoner
Technology	FGCC did not receive funding for the Versa replacement system. Therefore, FGCC will need to work closely with DBPR in order to complete detailed business analysis and determine necessary remediation tasks.	Open	6 (High/Medium)	FGCC will reach out to IT within DBPR to establish regular analysis and design meetings in order to determine the business case and data requirements related to direct interface with PALM	Monthly.	09/11/23	Lisa Mustain, Director of Administration
Technology	The Current State Business Process smartsheet does not have columns for both spreadsheet uploads and PALM Interfaces. Therefore, we do not have the ability to track and report progress for our business systems that may use PALM Interfaces	Open	4 (Medium/Medium)	FGCC has requested that the smartsheets be updated to allow this capability		05/02/24	Rob Stoner
Technology Data	When do not have an estimated time frame of when we will be able to test both upload and download PALM Interfaces	Open	4 (Medium/Medium)	FGCC has asked for an update on when we can expect to be able to test an upload interface file and when we will be able to test a download interface file with our test/conversion data		05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet does not allow for us to identify those data types that will have conversion data from both FLAIR and Agency Business systems. Currently, the smartsheet treats the option as one or the other and we anticipate some conversion from both	Open	4 (Medium/Medium)	FGCC has requested that the smartsheet be updated to allow this capability		05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet utilizes a column called Agency Maintain Data Source. Due to the fact that each data source requires a date evaluation, cleanliness plan, and data monitoring, this column seems to be the same as Agency Business Systems but the smartsheet does not link to the business systems smartsheet. This makes it difficult to identify and track progress associated to data source clean up and business system remediation.	Open	4 (Medium/Medium)	FGCC would like to get clarification on the distinction between an Agency Business System and an Agency Maintained Data Source as well as insight into how to track how data from agency systems that is not in the primary sources gets converted into PALM.		05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the schedule, depth, and scope of the conversion testing. Without this information we cannot determine the depth and scope of our testing, verification, and validation	Open	4 (Medium/Medium)	FGCC would like to get clarification on what will be included in the conversion testing. For example, after the conversion process is completed are we going to have access to the PALM sandbox to review and confirm our data within the PALM application, are we going to get samples of PALM reports, are we going to get PALM outbound interface files, etc.		06/28/24	Rob Stoner
Technology	The Implementation Interfaces and documentation smartsheet does not include all agency business systems from the current state business systems smartsheet. Therefore, we are unable to provide interface information related to all business systems	Closed	1 (Low/Low)	FGCC has requested that the smartsheets be updated to allow this capability During the Thursday Talk it was mentioned that certain columns on the Current State Business Systems smartsheet needed to be filled in with certain values in order for the system to link over to the interfaces smartsheet		05/03/24	Rob Stoner

FGCC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FGCC lacks the appropriate staffing levels to fully support readiness activities.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	FGCC has requested Administered Funds.	FGCC is recruiting additional staffing.	04/01/24	Brice Kayiranga, Chief of Financial Support Services

FGCC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	FGCC will be able to access the available Administered Funds to support readiness activities.	Logged	02/29/24	All agency business systems.	12/14/2023 Update: Appropriation received. 02/29/2024 Update: FGCC is actively recruiting a Project Manager for the implementation of Florida PALM at FGCC. 03/12/2024 Update: FGCC conducted interviews for the Project Manager position during the week of March 8th.
Technology	FGCC will have a replacement for Versa Regulation by PALM go live	Logged	11/13/23	Revenue Management	Ongoing.
Technology	DBPR will continue to update and keep FGCC abreast on any modifications or remediations, if any, of Versa Regulation.	Logged	01/10/24	Revenue Management	Ongoing.
Processes Technology Data	FGCC will establish an agency consolidated financial database that will serve as a single repository for historical FLAIR data as well as ongoing PALM data	Logged	04/11/24	All agency business systems	Ongoing

FGCC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FGCC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lisa Mustain	lisa.mustain@flgaming.gov	07/15/24
March - April 2024	Lisa Mustain	lisa.mustain@flgaming.gov	05/13/24
January - February 2024	Lisa Mustain	brice.kayiranga@flgaming.gov	03/12/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FLHSMV
- Readiness Workplan

FLHSMV Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Steve Burch

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 5
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 75.88%**
- Submitted Complete = 12
 - Submitted Incomplete = 2
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 94.17%**
- Submitted On Time = 30
 - Submitted Late = 5
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/30/24		Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/24/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	Pending Resubmission	07/01/24	Resubmitted 7/12/2024.	Submission Incomplete	07/01/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/07/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Submitted 7/12/24 by CFO Burch.	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 51

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 149

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 6

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 92

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 25

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 5
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 2
- Projects Mgmt. = 2
- Revenue Accounting = 9
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

• Related Business Systems = 4

• Related Reports = 53

• Documentation Status:

- Complete = 58 Partial = 20 Not Started = 52

Implementation:

Impacted Agency Business Processes = 149

- Related Business Process Groupings = 10
- Planned Spreadsheet Uploads = 1
- **Level of Impact: People Changes**
 - High = 24 Medium = 27 Low = 41 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
 - High = 29 Medium = 18 Low = 35 None = 10 Uncertain = 0
- **Level of Impact: Technology Changes**
 - High = 18 Medium = 27 Low = 39 None = 7 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 28 Medium = 24 Low = 40 None = 0 Uncertain = 0
- **Segments I & II Documentation Update Status**
 - Not Started = 9 In Progress = 68 Complete = 3

• Criticality:

- High = 4 Med = 2 Low = 0 None = 0

• Documentation Status:

- Complete = 4 Partial = 2 Not Started = 0

Cataloged Interfaces = 5

- Inbound Interfaces = 3
- Outbound Interfaces = 2

Implementation:

Business Systems Planned for Integration = 2

- **Segment I - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2
- **Segment II - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

Planned Interfaces = 3

- Inbound Interfaces = 0
- Outbound Interfaces = 2

• **Associated Unique Uses = 155**

- Continued Use - Yes = 85

- Continued Use - No = 4

• **Associated Business Systems = 3**

Cataloged Reports = 165

- **Criticality:**
 - High = 94 Med = 18 Low = 49 None = 23

Implementation:

Segments I & II Planned Configurations = 7/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 95
- **Asset Management (AM)**
 - Planned Location Codes = 92
 - Planned Associated Area ID's = 985
- **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 352
 - Planned Local Funds = None
 - Planned Organization ID's = 407
 - Planned OA1's = 22
 - Planned OA2's = None

Conversions & Data Readiness

- Conversions Needed = 5
- Agency Data Outside of Primary Source System(s) = 1
- **Data Readiness/Cleansing Status:**
 - Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 2

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FLHSMV Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	3 (High/Low)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks
Technology	HSMV uses a mainframe application to process Hireback payroll outside of People First. HSMV needs to have the ability to process payments to multiple FHP Troopers for Hireback jobs worked at different hourly rates.	Open	3 (High/Low)	HSMV has met with Florida PALM staff to understand how Hireback pay will be processed. Florida PALM is looking at creating an interface that will be used by HSMV. HSMV is waiting to see for Segment IV discussion related to payroll to better understand how Hireback will work.	Updated for Segment IV	06/26/24	Mike Alexander / Aquila Franklin

FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV will attempt to fill these positions.	Accounting has 12 vacant position and is authorized to fill 9 of these positions.	07/01/24	Steve Burch / Mike Alexander

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	No Change
Processes	Vouchers will not be produced or required by DFS for auditing purposes. FLHSMV will need to determine how to create vouchers for retention outside of Florida PALM.	Logged	10/31/23	Accounts Payable Section	State Agencies are required to produce vouchers for DFS audit and retain for documenting purposes.

FLHSMV Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Steve Burch	steveburch@flhsmv.gov	07/12/24
March - April 2024	Steve Burch	steveburch@flhsmv.gov	05/07/24
January - February 2024	Steve Burch	steveburch@flhsmv.gov	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FSDB
- Readiness Workplan

FSDB Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Tracie Snow

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 85.00%

- Submitted Complete = 10
- Submitted Incomplete = 0
- Completed After Submission = 6

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 97.22%

- Submitted On Time = 30
- Submitted Late = 6
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/03/24	NA- We do not use interfaces to FLAIR and will not need them for PALM	Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	04/10/24	We will not need agency specific configurations	Submission Complete	05/10/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/18/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/15/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	07/03/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/06/24		Submission Complete	06/06/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/03/24		Submission Incomplete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 11

- Business Process Groupings = 13/13
- Identified Subject Matter Experts = 5**
- **SMEs by Business Process Grouping**
- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 2
- Banking = 2
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 7

- Related Business Systems = 1
- Related Reports = 65
- **Documentation Status:**
- Complete = 7 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 7

- Related Business Process Groupings = 7
- Planned Spreadsheet Unloads = 0

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 1

- **Criticality:**
- High = 0 Med = 0 Low = 0 None = 1
- **Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**
- Continued Use - Yes = 47
- Continued Use - No = 1
- **Associated Business Systems = 1**
- Cataloged Reports = 64**
- **Criticality:**
- High = 42 Med = 24 Low = 0 None = 0

Implementation:

- Disbursements Mgmt. = 2
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 5
- Projects Mgmt. = 2
- Revenue Accounting = 2
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

• Level of Impact: People Changes

- High = 0 Medium = 0 Low = 0 None = 7
Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 0 Low = 0 None = 7
Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 0 Low = 0 None = 7
Uncertain = 0

• Level of Impact: Data Changes

- High = 0 Medium = 0 Low = 0 None = 7
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 7

Business Systems Planned for Integration = 0

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 56

- Planned Associated Area ID's = 1

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 78

- Planned Local Funds = None

- Planned Organization ID's = 87

- Planned OA1's = 87

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 7

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FSDB Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	Loss of FLAIR EO field	Open	4 (Medium/Medium)	Mitigation seems unlikely since PALM will not have an equivalent EO field that we used for grant reporting. Some off system method of tracking data for reporting will be needed.	NA	01/30/24	J wester
Processes	Loss of On Demand payments	Open	4 (Medium/Medium)	It is unknown what can take the place of on demand payments.	NA	01/30/24	J wester

FSDB Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

FSDB Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

FSDB Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

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FSDB Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Tracie C. Snow	snowt@fsdbk12.org	07/11/24
March - April 2024	Tracie C. Snow	snowt@fsdbk12.org	05/15/24
January - February 2024	Tracie C. Snow	snowt@fsdbk12.org	03/18/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FWC
- Readiness Workplan

FWC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Jessica Crawford

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 3
- Duplicate Filled Role = 13
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.29%**
- Submitted Complete = 13
 - Submitted Incomplete = 0
 - Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 94.44%**
- Submitted On Time = 34
 - Submitted Late = 1
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		We expect to have our data cleansing Grants cleanup done by August		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/28/24	We have remediated our ABS as much as possible based on Segment 1 design.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/10/24	FWC removed one line from the Local Fee worksheet and made the corrections as pointed out on the Organization worksheet.	Submission Complete	05/22/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4. As a result, we have no interfaces for Segment 3.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	05/08/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/04/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/25/24	No changes needed	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24			
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Planned Florida PALM End Users = 100

• Business Process Groupings = 5/13

Identified Subject Matter Experts = 14

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 3
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 1
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Cataloged Business Processes = 114

• Related Business Systems = 3

• Related Reports = 3

• Documentation Status:

- Complete = 40 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 114

• Related Business Process Groupings = 7

- Planned Spreadsheet Uploads = 1

• Level of Impact: People Changes

- High = 5 Medium = 0 Low = 26 None = 8 Uncertain = 0

• Level of Impact: Processes Changes

- High = 8 Medium = 12 Low = 10 None = 8 Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 8 Low = 23 None = 8 Uncertain = 0

• Level of Impact: Data Changes

- High = 2 Medium = 22 Low = 7 None = 8 Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 38

Cataloged Business Systems = 11

• Criticality:

- High = 6 Med = 4 Low = 0 None = 1

• Documentation Status:

- Complete = 11 Partial = 0 Not Started = 0

Cataloged Interfaces = 8

- Inbound Interfaces = 8

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 7

• Segment I - Documentation Updates:

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 2

- Inbound Interfaces = -1

- Outbound Interfaces = 2

Unique FLAIR Data Elements = 113

• Associated Unique Uses = 750

- Continued Use - Yes = 700

- Continued Use - No = 0

• Associated Business Systems = 34

Cataloged Reports = 41

• Criticality:

- High = 32 Med = 8 Low = 1 None = 2

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 9

• Asset Management (AM)

- Planned Location Codes = 650

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 2 - Control

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 849

- Planned Local Funds = None

- Planned Organization ID's = 241

- Planned OA1's = 1

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 6

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 5 In Progress = 1 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FWC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Medium)	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	4 (Medium/Medium)	1. FWC Analysis and design is being based on calculated assumptions	We reduce the risk rating on this item since most of the interfaces have been designed.	11/06/23	Laurie Kershaw

FWC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

FWC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	FWC will be able to access the available Administered funds	Logged	07/03/23	All agency business systems	No change

FWC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	Create and/or modify FLAIR business process documents for Segments 4	05/06/24	Florida PALM users	Create and/or modify FLAIR business process documents	Complete
People Processes Technology	Mark Task Complete in Smartsheet	05/20/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete
People Processes Technology	Task Due	05/10/24	Florida PALM users	Task Due	Complete
People	Complete Task 519 Remediate Agency	06/28/24	Florida PALM users	Complete Task 519 Remediate Agency Business Systems	Complete

Processes Technology	Business Systems based on Segment I			based on Segment I	
People Processes Technology	OIT to perform voucher system modifications	06/28/24	Florida PALM users	OIT to perform voucher system modifications	Complete
People Processes Technology	Send additional surveys to identified users, as needed	05/01/24	Florida PALM users	Send additional surveys to identified users, as needed	Complete
People Processes Technology	Perform secondary analysis	05/08/24	Florida PALM users	Perform secondary analysis	Complete
People Processes Technology	Develop agency-specific readiness action	05/15/24	Florida PALM users	Develop agency-specific readiness action	Complete
People Processes Technology	Mark task complete in Smartsheet	05/30/24	Florida PALM users	Mark task complete in Smartsheet	Complete
People Processes Technology	Task Due	06/14/24	Florida PALM users	Task Due	Complete
People Processes Technology	10.3.1 Perform Month End Close - Update business process documentation	05/06/24	Florida PALM users	10.3.1 Perform Month End Close - Update business process documentation	In Process
People Processes Technology	20.2.1 Manage Budget Checking - Update business process documentation	05/06/24	Florida PALM users	20.2.1 Manage Budget Checking - Update business process documentation	In Process
People Processes Technology	20.2.3 Invested Balance Checking - Update business process documentation	05/06/24	Florida PALM users	20.2.3 Invested Balance Checking - Update business process documentation	In Process
People Processes Technology	30.1 Set Up and Maintain Suppliers - Update business process documentation	05/06/24	Florida PALM users	30.1 Set Up and Maintain Suppliers - Update business process documentation	Completed
People Processes Technology	40.2 Deploy and Maintain Assets - Update business process documentation	05/06/24	Florida PALM users	40.2 Deploy and Maintain Assets - Update business process documentation	In Process
People Processes Technology	50.1 Set Up and Maintain Customer - Update business process documentation	05/06/24	Florida PALM users	50.1 Set Up and Maintain Customer - Update business process documentation	In Process
People Processes Technology	60.1 Enter and Maintain Receivables - Update business process documentation	05/06/24	Florida PALM users	60.1 Enter and Maintain Receivables - Update business process documentation	In Process
People Processes Technology	60.2.2 AR Deposits - Update business process documentation	05/06/24	Florida PALM users	60.2.2 AR Deposits - Update business process documentation	In Process
People Processes Technology	Update Smartsheet	05/07/24	Florida PALM users	Update Smartsheet	Completed
People Processes Technology	Complete Task 533 Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	Florida PALM users	Complete Task 533 Manage Agency Specific Implementation Schedule, Risks and Issues	Complete
People Processes Technology	Update Documentation	06/28/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Mark Task Complete in Smartsheet	06/28/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete
People Processes Technology	Complete Task 535 Update Workforce Readiness Plan	06/17/24	Florida PALM users	Complete Task 535 Update Workforce Readiness Plan	In Process
People Processes Technology	Update Documentation	06/18/24	Florida PALM users	Update Documentation	In Process
People Processes Technology	Complete Task 536 Create Agency Specific User Acceptance Testing Plan	06/17/24	Florida PALM users	Complete Task 536 Create Agency Specific User Acceptance Testing Plan	In Process
People Processes Technology	536-A Establish testing objectives, scope, key activities and their agency roles and responsibilities	06/18/24	Florida PALM users	536-A Establish testing objectives, scope, key activities and their agency roles and responsibilities	In Process

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Jessica Crawford	jessica.crawford@myfwc.com	07/02/24
March - April 2024	Jessica Crawford	jessica.crawford@myfwc.com	05/08/24
January - February 2024	Jessica Crawford	jessica.crawford@myfwc.com	03/06/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for JAC
- Readiness Workplan

JAC Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 79.29%**
- Submitted Complete = 8
 - Submitted Incomplete = 2
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 73.61%**
- Submitted On Time = 21
 - Submitted Late = 13
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		04/30/2024 Anticipate that this task will be complete by 06/01/2024		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	Pending Resubmission	07/02/24	BOMS Activities will be tracked on the Agency Specific Readiness Activities sheet. This activity is complete for all other Agency Business Systems.	Submission Incomplete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	06/14/24		Submission Complete	06/28/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	06/04/2024 - Survey complete; analysis to begin	Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Dependent on completion of Tasks 328 and 515		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Waiting on further information from DFS to move forward		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/09/24	07/10/2024 - the new plan is to make the Revenue ABS obsolete and use a spreadsheet upload.	Submission Incomplete	07/10/24
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/03/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/27/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 238

- Business Process Groupings = 12/13

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 159

- Related Business Systems = 4

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 11

- Criticality:

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 97

- Associated Unique Uses = 97

Identified Subject Matter Experts = 32

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 0
- Banking = 3
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 14
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 15
- Payroll Mgmt. = 10
- Projects Mgmt. = 1
- Revenue Accounting = 3
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

• Related Reports = 22

Documentation Status:

- Complete = 8 Partial = 81 Not Started = 25

Implementation:

Impacted Agency Business Processes = 159

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 0

Level of Impact: People Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

Level of Impact: Processes Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

Level of Impact: Technology Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 28

Level of Impact: Data Changes

- High = 0 Medium = 0 Low = 0 None = 0
Uncertain = 0

Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 0

- High = 9 Med = 1 Low = 0 None = 1

Documentation Status:

- Complete = 8 Partial = 0 Not Started = 1

Cataloged Interfaces = 5

- Inbound Interfaces = 4

- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 9

Segment I - Documentation Updates:

- Complete = 5 Updating = 0 Evaluating = 1
Not Started = 0 Not Needed = 1

Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 1
Not Started = 0 Not Needed = 6

Planned Interfaces = 4

- Inbound Interfaces = 1

- Outbound Interfaces = 3

- Continued Use - Yes = 68

- Continued Use - No = 1

Associated Business Systems = 5

Cataloged Reports = 137

Criticality:

- High = 59 Med = 56 Low = 21 None = 1

Implementation:

Segments I & II Planned Configurations = 6/9

Accounts Receivable (AR)

- Planned Distribution Codes = 24

Asset Management (AM)

- Planned Location Codes = None

- Planned Associated Area ID's = None

Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

General Ledger (GL)

- Planned Budgetary Value Combo Edits = 1370

- Planned Local Funds = None

- Planned Organization ID's = 175

- Planned OA1's = 67

- Planned OA2's = 180

Conversions & Data Readiness

• Conversions Needed = 1

• Agency Data Outside of Primary Source System(s) = 0

Data Readiness/Cleansing Status:

- Complete = 1 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

JAC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Low acceptance by Judicial Related Organizations (JROs)	Open	6 (High/Medium)	Mitigate: The agency is preparing a change management plan. Additionally, the agency has started a series of meetings to involve the JROs and keep them informed of the project progress and current status.	The survey indicated high understanding and awareness.	06/28/24	Rip Colvin, Executive Director
Data	The access to data must be segregated by each Judicial-Related Office (JRO) to ensure that JROs can only see their information. This is critical to protect indigent defendants' rights and the defense's trial strategies.	Open	6 (High/Medium)	Transfer: The agency has been discussing mitigation options with the PALM team.	We had an excellent meeting with the Florida PALM team on 02/19/2024. We believe they understand our concerns and will work toward a resolution.	06/28/24	Rip Colvin, Executive Director
People	Availability of staff to work on the project/Limited qualified staff	Open	6 (High/Medium)	Mitigate: The agency is looking at ways to supplement current staff.	The agency has 5 Technical Writers working. We plan on adding additional staff to assist in completing other tasks.	07/10/24	JAC Directors
People Processes Technology Data	Funding insufficient for project costs	Open	6 (High/Medium)	Mitigate: The agency will continue to look at projected costs and request needed funding	The legislature granted our FY 2024-2025 request in the GAA. We are considering our needs for FY 2025-26	06/28/24	Rip Colvin, Executive Director
Technology	Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects	Open	3 (High/Low)	Mitigate: The agency is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2025	Our plan has been submitted; we will monitor.	06/28/24	Dina Kamen
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	3 (High/Low)	Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	The PALM/BOMS Advisory Council is working with the vendor to create a plan to remediate the system.	06/28/24	Kathy LaCorte
Processes Technology	Delays in PALM information will create delays in remediating our processes	Open	3 (High/Low)	Accept: The agency will continue to monitor information received	No new comments	07/10/24	JAC Directors
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	3 (High/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	No new comments	07/10/24	Jamie Johnson
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid: The agency is preparing a plan for Data Cleansing. DFS stepped back from the data cleansing process they started and won't rec	The agency plans on hiring an OPS to perform data cleansing. DFS stepped back from the data cleansing process that had started and won't restart it until after the new year. This is delaying our process too.	07/10/24	Nona McCall
Processes	Downtime during transition	Open	2 (Medium/Low)	Mitigate: The agency will create a plan to minimize this risk such as front loading work in December 2025.	Item to create a plan added to the Agency's Implementation Plan for August 2025.	06/28/24	Dina Kamen and Jamie Johnson
Data	Data may not be sufficiently cleansed at go-live	Open	2	Transfer: The agency will continue to discuss this issue	DFS stepped back from	07/10/24	Nona McCall

	due to the JACs inability to adjust FLAIR records which are no longer active in FLAIR. DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live.		(Medium/Low)	with DFS staff and react to their guidance	the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too.		
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works	Open	2 (Medium/Low)	Accept: The agency will continue to monitor information being received from the PALM team and other agencies.	No new comments	07/10/24	Nona McCall

JAC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

JAC Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	The agency will have sufficient funding in FY 2023-2024 and receive funds via the LBR process for FY 2024-2025.	Logged	09/01/23	All processes and systems	The FY 2024-25 amended LBR request was included in the GAA. We are hopefully that this amount will be sufficient to cover FY 2024-25 costs.	
People Processes Technology	Program governance will provide timely decisions and issue resolution	Logged	11/13/23	All stakeholders	The agency continues to monitor those decisions for which we need more information	
People Processes Technology Data	Project teams will have access to the appropriate management, staff and related Program stakeholders (internal and external) and other resources as required and as needed without delay	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project. Additionally, the agency is looking into acquiring contracted or OPS staff to assist with the workload	
People Processes Technology Data	Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project.	

JAC Agency-Specific Readiness Activities						
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates	
People Processes Technology	PALM/BOMS Advisory Council Meeting	05/01/24	BOMS/CIP	To discuss next steps		
Processes Data	Communication Plan Meeting	05/02/24	CCN	To discuss outline & what is needed for the communication plan		
People	Discussed Change Management with a potential resource and the Project Sponsor	05/02/24	All JAC employees	Discuss possibilities for change management and how it relates to the Workforce Readiness plan		
People Processes Technology Data	CNC/Jimmy Cox	05/09/24	All JAC employees	A speech on the implementation of the Florida PALM Project at the agency conference in Orlando		
People Processes Data	Weekly PALM Managers Meeting	05/14/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes Data	Florida PALM IV&V Team Agency Risks and Tasks Outreach; Meeting with PALM IV&V team	05/15/24	CNN	To discuss the Agency risk and issue management process and completion of Florida PALM Readiness Workplan tasks		
Data	Discuss how BOMS (an agency business system) could potentially interface with PALM	05/21/24	All JAC Fiscal employees	To assist in conveying to the vendor what our plan and goals are		
Processes	Discuss the BOMS Scope of Work	05/28/24	BOMS	Work toward developing a Scope of Work for BOMS remediation		
People Processes Data	Weekly PALM Managers Meeting	05/30/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes Data	Weekly PALM Managers Meeting	06/04/24	CCN	Weekly meeting to discuss PALM tasks		
People Data	Survey Results meeting	06/05/24	JAC PALM Project Team	Meeting to review survey results & prepare submission into Smartsheet		
Technology	Discuss BOMS remediation with the vendor, CIP	06/05/24	CIP; BOMS Advisory Council, most agency fiscal staff	Discussion of the phased approach and two options CIP would provide but let them know we would need costs before we could present to the council.		
People	PALM Work Session	06/06/24	JAC PALM Project Team	Meeting to discuss the overview of JAC PALM Project to address needs/concerns & create a plan moving forward involving change management.		
People Processes Technology	PALM/BOMS Advisory Council Meeting	06/06/24	CIP, Advisory Council, most agency fiscal staff	Periodic Meeting of the Advisory Council to discuss BOMS remediation		
People Technology	PALM/BOMS Advisory Council meeting	06/07/24	BOMS Advisory Council, most agency fiscal staff	Meet to discuss recent conversation with BOMS vendor		
People Processes Data	Weekly PALM Managers Meeting	06/11/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes	Brief Executive Director/Sponsor on planned spending	06/13/24	JAC PALM Team	Meeting to discuss PALM budget as it pertains to technical writers OPS		
Processes	Weekly PALM Meeting	06/18/24	CCN	Meeting to discuss current and outstanding tasks.		
People Processes	Change Management Meeting	06/19/24	All agency fiscal staff	Discussed next steps on how to move forward		
Technology	Meet with CIP (BOMS vendor)	06/25/24	CIP; BOMS Advisory Council; JAC	CIP presented the cost of the two options and more details as to what we would receive for each option including total hours for each option. We let them know this needed to be done ASAP.		
People Processes Technology Data	PALM Weekly meeting	06/26/24	CCN	Meeting to discuss the status of tasks.		
Technology	PALM/BOMS Advisory Council Meeting	06/26/24	Most agency fiscal staff	Discuss the two options that CIP has presented		
People Processes	Collaborate with Lead Technical Writer and Change Management Liaison	06/27/24	All agency fiscal staff	Discuss plans for the future		
People Processes	PALM Project Information Share	06/28/24	SME's; CCN	An informational and status meeting to give agency SMFs more information about the Business Process		

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/11/24
March - April 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/03/24
January - February 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for LEG
- Readiness Workplan

LEG Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Brendan Jones

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 81.00%**
- Submitted Complete = 7
 - Submitted Incomplete = 1
 - Completed After Submission = 2

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 88.06%**
- Submitted On Time = 23
 - Submitted Late = 12
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	05/13/24	Ongoing. Leg team will continue its efforts in ensuring the requirements of this task is complete prior to conversion. We hope to provide an anticipated completion date ASAP	Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment I was mostly Disbursement Management. This includes interfaces concerning vouchers. However, there are changes to those interfaces and remediation would not be accurate until all layouts are final. Therefore this will continue to be a work in progress until those are complete.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/17/24	BJ-6/7/24: Updated per recommendations. There will be some future updates to Location codes	Submission Complete	06/07/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/15/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/24/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/18/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	Pending Resubmission	06/24/24		Submission Incomplete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 48

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 119

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 17

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 136

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 10

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 4
- Banking = 3
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 6
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 5
- Projects Mgmt. = 2
- Revenue Accounting = 4
- System Access and Controls = 4

Role Mapping = TBD

Training = TBD

• Related Business Systems = 13

• Related Reports = 24

Documentation Status:

- Complete = 119 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 119

• Related Business Process Groupings = 7

- Planned Spreadsheet Uploads = 1

Level of Impact: People Changes

- High = 0 Medium = 9 Low = 20 None = 38 Uncertain = 2

Level of Impact: Processes Changes

- High = 0 Medium = 0 Low = 40 None = 27 Uncertain = 2

Level of Impact: Technology Changes

- High = 0 Medium = 10 Low = 21 None = 38 Uncertain = 0

Level of Impact: Data Changes

- High = 0 Medium = 10 Low = 33 None = 26 Uncertain = 0

Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 69

Criticality:

- High = 10 Med = 1 Low = 1 None = 1

Documentation Status:

- Complete = 12 Partial = 1 Not Started = 0

Cataloged Interfaces = 9

- Inbound Interfaces = 3

- Outbound Interfaces = 5

Implementation:

Business Systems Planned for Integration = 7

Segment I - Documentation Updates:

- Complete = 0 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 6

Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

Planned Interfaces = 19

- Inbound Interfaces = 9

- Outbound Interfaces = 8

• **Associated Unique Uses = 143**

- Continued Use - Yes = 14

- Continued Use - No = 0

• **Associated Business Systems = 14**

Cataloged Reports = 77

Criticality:

- High = 42 Med = 23 Low = 6 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

Accounts Receivable (AR)

- Planned Distribution Codes = 1

Asset Management (AM)

- Planned Location Codes = 87

- Planned Associated Area ID's = None

Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

General Ledger (GL)

- Planned Budgetary Value Combo Edits = 176

- Planned Local Funds = None

- Planned Organization ID's = 678

- Planned OA1's = 34

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 4

• Agency Data Outside of Primary Source System(s) = 2

Data Readiness/Cleansing Status:

- Complete = 0 In Progress = 2 Not Started = 0 Not Applicable = 2

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

LEG Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator

LEG Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Reports - A great deal of management information is created (by reports) and distributed by FLAIR and RDS, as well as information to external users. These reports have been optimized over time to efficiently provide the information these users in a familiar format. The ability to create and distribute these financial reports in a useable format may be critical both within and external to the F & A office. Further, as it appears that PALM will use a skill set for reporting that the employees in the F&A office may not possess, if not mitigated, could have a significant impact on operations either within our external to the F & A office.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have a "Leg Current State Report (Smartsheet)" containing current reports (updates continue as discovered), which DFS has asked for to possibly be provided by DFS or PALM either At Go-Live, Within 30 days of Go-Live, within 180 days of Go-Live, or later. None of these options allows for testing prior to Go-Live and thus could impact productivity either internal or external of the F & A Office. This may more likely be a state standard (more generic version of report to cover multiple agencies needs- similar to FLAIR approach when it was implemented). Train or hire F & A employee with skill set to write or modify reports in PALM. Access other Legislative units who may have ability to create reports with PALM data (OAG or OLITS).	Much about Reporting is still unknown so it is difficult to assess this issue at this time.	05/31/24	Mike Mentillo
Technology	Reports - Current staffing levels are based optimized use of FLAIR over the last 40 years developing efficiencies through both process knowledge and information reports. Both of these things are going to change which could impact current productivity of staff. The current report catalog (61 row is predominantly process reports for system functions, transactions in process, transactions, and reconciliations (which are necessary, however, very different from reports we use in FLAIR). The Report Catalog from 3-10-2022 was 415 lines and included many management reports. Reporting may be one of our larger change management issues both functional users and for internal and external users of financial information. Current Report examples in the PALM Reports Catalog are mostly reports for functional users involved in the business processes in PALM, and the reports very significantly from the reports we use today. This will present a significant change management issue, but with the	Open	Low - All impacts not listed as Critical or High	This is a training issue and can be accomplished through end user training and practice in the sand box.	Examples in report catalog are very different than reports we use in FLAIR. Why was the report catalog reduced so much?	05/31/24	Mike Mentillo

reports available well in advance of Go-Live, training and opportunities to use the reports in the sand box prior to Go-Live it should be able to be mitigated. Part Two: Internal and external users of financial information.

LEG Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

LEG Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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LEG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Brendan Jones	jones.brendan@leg.state.fl.us	07/12/24
March - April 2024	Brendan Jones	jones.brendan@leg.state.fl.us	05/15/24
January - February 2024	Lisa Swindle	mentillo.mike@leg.state.fl.us	03/04/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for PSC
- Readiness Workplan

PSC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Apryl Lynn

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 87.89%**
- Submitted Complete = 15
- Submitted Incomplete = 1
- Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 95.81%**
- Submitted On Time = 27
- Submitted Late = 9
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/29/24		Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	05/08/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/11/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/13/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

- Planned Florida PALM End Users = 9**
- Business Process Groupings = 10/13
- Identified Subject Matter Experts = 3**
- **SMEs by Business Process Grouping**
- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 0
- Asset Accounting and Mgmt. = 1
- Banking = 0
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 0
- Disbursements Mgmt. = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

- Cataloged Business Processes = 12**
- Related Business Systems = 0
- Related Reports = 1
- **Documentation Status:**
- Complete = 12 Partial = 0 Not Started = 0
- Implementation:**
- Impacted Agency Business Processes = 12**
- Related Business Process Groupings = 6
- Planned Spreadsheet Uploads = 0
- **Level of Impact: People Changes**

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

- Cataloged Business Systems = 5**
- **Criticality:**
- High = 0 Med = 1 Low = 0 None = 4
- **Documentation Status:**
- Complete = 3 Partial = 1 Not Started = 0
- Cataloged Interfaces = 0**
- Inbound Interfaces = 0
- Outbound Interfaces = 0
- Implementation:**

Data

Information used in or produced from an agency's financial business operations.

Current-State:

- Unique FLAIR Data Elements = 70**
- **Associated Unique Uses = 70**
- Continued Use - Yes = 11
- Continued Use - No = 37
- **Associated Business Systems = 3**
- Cataloged Reports = 0**
- **Criticality:**
- High = 0 Med = 0 Low = 0 None = 0
- Implementation:**

- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 0
- Payroll Mgmt. = 3
- Projects Mgmt. = 0
- Revenue Accounting = 2
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

- High = 0 Medium = 0 Low = 10 None = 0
Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 0 Low = 10 None = 0
Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 0 Low = 2 None = 8
Uncertain = 0

• Level of Impact: Data Changes

- High = 0 Medium = 0 Low = 0 None = 10
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 9

Business Systems Planned for Integration = 0

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 1

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 1

Planned Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Segments I & II Planned Configurations = 5/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = None

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 62

- Planned Local Funds = None

- Planned Organization ID's = 59

- Planned OA1's = 5

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 3

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

PSC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Training and understanding how to work/maneuver in FL PALM	Open	4 (Medium/Medium)	Will determine as we get closer to the finished product.	June 2024	06/13/24	Katisha Mobley
Technology	Updating coding of agency business systems that we manually enter FLAIR data from reports into	Open	4 (Medium/Medium)	Will determine as we get closer to the finished product.	June 2024	06/13/24	Katisha Mobley

PSC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

PSC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

PSC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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PSC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Apryl Lynn	alynn@psc.state.fl.us	07/15/24
May - June 2024	Apryl Lynn	alynn@psc.state.fl.us	07/08/24
March - April 2024	Apryl Lynn	alynn@psc.state.fl.us	05/08/24
January - February 2024	Apryl Lynn	alynn@psc.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for SCS
- Readiness Workplan

SCS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2024

Agency Sponsor

Eric Maclure

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 17
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 84.71%**
- Submitted Complete = 11
 - Submitted Incomplete = 2
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.74%**
- Submitted On Time = 29
 - Submitted Late = 6
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 2
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		We have a target date of July 31 to complete this remediation exercise on Segment I		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	05/24/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Incomplete	07/15/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Incomplete	07/15/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24	AR is on a spreadsheet whi		07/12/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24					
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	75% - Consolidating/Inputting Information for Submission				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 115

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 9

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 3
- Asset Accounting and Mgmt. = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 32

- Related Business Systems = 5
- Related Reports = 32
- **Documentation Status:**
- Complete = 32 Partial = 0 Not Started = 0

Implementation:

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 5

- **Criticality:**
- High = 3 Med = 2 Low = 0 None = 0
- **Documentation Status:**
- Complete = 5 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 72

- **Associated Unique Uses = 72**
- Continued Use - Yes = 48
- Continued Use - No = 0
- **Associated Business Systems = 6**

Cataloged Reports = 0

- **Criticality:**

- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 0
- Disbursements Mgmt. = 2
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 3
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 3

Role Mapping = TBD

Training = TBD

Impacted Agency Business Processes = 32

- Related Business Process Groupings = 11
- Planned Spreadsheet Uploads = 4
- **Level of Impact: People Changes**
 - High = 0 Medium = 4 Low = 26 None = 2 Uncertain = 0
- **Level of Impact: Processes Changes**
 - High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
 - High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0
- **Level of Impact: Data Changes**
 - High = 0 Medium = 0 Low = 31 None = 0 Uncertain = 0
- **Segments I & II Documentation Update Status**
 - Not Started = 0 In Progress = 8 Complete = 23

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 4

- **Segment I - Documentation Updates:**
 - Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- **Segment II - Documentation Updates:**
 - Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 9

- Inbound Interfaces = -2
- Outbound Interfaces = 9

- High = 0 Med = 0 Low = 0 None = 0

Implementation:

Segments I & II Planned Configurations = 5/9

- **Accounts Receivable (AR)**
 - Planned Distribution Codes = 7
- **Asset Management (AM)**
 - Planned Location Codes = None
 - Planned Associated Area ID's = None
- **Commitment Control (KK)**
 - Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
 - Planned Budgetary Value Combo Edits = 285
 - Planned Local Funds = None
 - Planned Organization ID's = 1046
 - Planned OA1's = 70
 - Planned OA2's = None
- **Conversions & Data Readiness**
 - Conversions Needed = 5
 - Agency Data Outside of Primary Source System(s) = 2
 - **Data Readiness/Cleansing Status:**
 - Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

SCS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE.	Open	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design.	Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement		Budget
Processes	Warrant cancellation, On Demand and Salary refunds.	Open	9 (High/High)	We do not use. Setup a discussion with SCS HR to further identify any actions.	HR impact to be further flushed out		Human Resources
Technology Data	Data conversion integrity & validation	Open	4 (Medium/Medium)	Working with PALM to see what resources & processes will be provided to SCSs to validate converted FLAIR data into PALM.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.	12/13/23	F&A, OIT and HR
People	Training for all stakeholders at deployment.	Open	4 (Medium/Medium)	We will take advantage of all available training provided by PALM. Update our process and procedures. - Recruit staff augmentation resources to assist	Staff augmentation is in process		Finance & Accounting
Processes	Statutory Compliance - Prompt Payments	Open	4 (Medium/Medium)	PALM to provide adequate training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow	Further details will be flushed out as the SCS PALM solution design is further defined.		Finance & Accounting
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of recruiting & onboarding the appropriate number of resources necessary to further define SCS business processes details.	Processes were updated to complete FL PALM TASK 328 - 2 additional resources added (PM, 1 BPC) - 2 additional BPC resources have been requested and are being considered - Requesting to have an additional BPC resource onboarded by 07/23/2024	11/30/23	SCS
Technology	Purchasing of new services and acquiring additional resources	Open	1 (Low/Low)	Looking for the appropriate products and services - SCS purchased a cloud application - SCS is requesting support to recruit & onboard technical resources to support purchased cloud application	Funding was received and resources are being identified to prioritize spending. - SCS is requesting support to recruit & onboard technical resources to support purchased cloud application	12/15/23	OIT/Technical Liasian
People	Additional/adequate human resources for accounting roles	Open	1 (Low/Low)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23	12/12/23	Finance & Accounting Chief and Budget Chief
People	Ongoing Communication about project	Open	1 (Low/Low)	Working Task 523 to document SCS communications. - Continue to meet with our SCS communication team	Planned bi-monthly SCS communication		Finance & Accounting

				to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign.	
Technology Data	Business system development and integration	Open	1 (Low/Low)	We develop as best as possible	Follow up with OIT (Brian)	Finance & Accounting, OIT
People Technology Data	SCS implementing a cloud environment to remediate our on-prem applications consisting of Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Open	1 (Low/Low)	Train employees to use the new SCS Development/Cloud environment - Implement Cloud Best-Practices - Implement cloud environment & tools - Train staff on selected tools - Remediate our business systems with PALM	Training is in process for the development team	OIT

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request our attendance and reporting software (ARS) to interface with PALM for reporting time and attendance	Identify which PALM Interface SCS will leverage and the frequency		Human Resources
Technology	SCS needs the ARS requirements, reporting, integration and design specifications	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Unknown until SCS HR, OIT & F&A have discussed requirements	Conduct discussions with HR, OIT & F&A		Human Resources
Processes Data	HRIS payroll reports not utilized to send data to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report			Human Resources
Processes	Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.			Human Resources
Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM.			OIT
People Processes Technology Data	We have built our Business (Invoice Management System) to interface with FLAIR with a batch upload file. We have not tested this output extract due to a MOU yet to be provided by DFS.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We will follow up with DFS to get an MOU signed so we can move forward with testing.	This could turn into a priority & resource availability issue whenever a decision is made by DFS & the MOU		OIT and Finance and Accounting
Technology Data	SCS needs to understand PALM's Interface API direction, plan & schedule so SCS can make design decisions based on the availability of APIs	Open	High - Impacts the ability of the agency to meet deadlines or milestones	With the availability of APIs, SCS will have the option to implement Cloud API capabilities, without APIs - SCS will interface through flat file transfers	SCS currently implementing Cloud Platform capabilities. This information will help SCS to properly focus development resources.		OIT
Processes Data	SCS COA Bureau, Section & Unit combination is incomplete	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SCS is waiting to validate the conversion process from FLAIR Accounts to COA	When COA SMEs open the Smartsheet, SCS F&A will update the Bureau, Section & Unit combination values		Finance and Accounting
People Technology	Our Agency planned to develop API Interfaces in a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Open	Low - All impacts not listed as Critical or High	Having required resources available to perform cloud environment activities			OIT

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged		Separating, retiring, DROP entry, Overtime recipients	

SCS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Eric W. Maclure, State (macluree@flcourts.org)		07/10/24
March - April 2024	Eric W. Maclure, State (macluree@flcourts.org)		05/10/24
January - February 2024	Eric W. Maclure, Interim macluree@flcourts.org		03/06/24